



DEPARTMENT OF THE ARMY
U.S. ARMY SECURITY ASSISTANCE COMMAND
7613 CARDINAL ROAD
REDSTONE ARSENAL, AL 35898-5000

REPLY TO
ATTENTION OF

AMSAC-RM

March 29, 2010

MEMORANDUM FOR ALL U.S. ARMY SECURITY ASSISTANCE COMMAND
EMPLOYEES

SUBJECT: U.S. Army Security Assistance Command (USASAC) Policy Memorandum
101.12 - State Tax Exemption for Lodging

1. The USASAC Directors will ensure that personnel who perform official travel within the Continental United States use the tax exempt certificate in those states offering exemptions on taxes associated with lodging. With declining budgets, employees must make every effort to reduce costs.
2. Employees traveling on official business to destinations exempting taxes associated with lodging are responsible for processing a tax exemption form during the check-in process at the hotel/motel. Employees failing to obtain exemption when authorized may not be reimbursed for payment of taxes.
3. Employees will obtain the appropriate Tax Exemption Form when traveling to Delaware, District of Columbia, Florida, Kansas, Louisiana, Massachusetts, Missouri, New Hampshire, New York, Pennsylvania, Virginia, Wisconsin and portions of California, Oregon, Tennessee, and Texas. Tax exemption forms are available at the General Service Administration website www.gsa.gov/statetaxforms.
4. This Policy Memorandum supersedes USASAC Policy Statement 101.12, 5 October 2005.


CHRISTOPHER TUCKER
Brigadier General, USA
Commanding