

Check appropriate box    ☐    Federal Government Employee (including Military)

☐    State or Local Government Employee

☐    Foreign Government Employee (who is exempt by reason of express provision of federal law or international law)

1. A copy of a letter on the official letterhead of an exempt governmental agency requesting exemption, listing the employee's name, and stating that the stay is for official government business. The dates of occupancy must also be included.
2. A copy of the official travel orders indicating the issuing governmental agency and the person's full name.
3. A copy of the warrant or check drawn on the treasury of the United States or State of California made payable to the hotel for hotel occupancy.
4. Registration form or ticket to a conference related to government business at the location for the dates on which the employee is staying.