



Date: (insert)

TO: (enter name and address of service provider)

This is to certify that _____ is a University of Wisconsin Madison employee or an official representative of the University of Wisconsin Madison and is traveling on official university business. As such, they should be charged according to the rates and terms of our contract with your company.

In addition, he/she is exempt from payment of sales and use tax for meals, lodging, and car rentals under s. 77.54 (9a), Wisconsin Statutes.

The University of Wisconsin's Tax Exemption number issued by the Wisconsin Department of Revenue is ES 40706.

Sincerely,

(Supervisor/Department Chair/Div Business Rep – name and contact information)