



# SMU.

Associate Vice President  
University Budgets and Finance

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# Texas Hotel Occupancy Tax Exemption Certificate

Name of exempt entity

**Southern Methodist University**

sign

United States Federal Agencies or Foreign Diplomats. Details of this exemption category are on back of form.

other document to verify a guest's affiliation with the exempt entity. Employees of exempt entities traveling on official business can pay in any manner. For non-employees to be exempt, the exempt entity must provide a completed certificate and pay the hotel with its funds (e.g., exempt entity check, credit card or direct billing). This certificate does not need a number to be valid.