

Frequently asked questions about paying for hotel accommodations

What taxes must be paid when I am purchasing lodging?

There are four different taxes which may be applicable to the cost of obtaining lodging. There are PA Sales Tax, Local Sales Tax, PA Occupancy Tax, and Local Occupancy Tax.

The University is an instrumentality of the Commonwealth and as such is exempt from PA Sales Tax, Local Sales Tax, and Local Hotel Occupancy Tax. The University is not exempt from the PA Occupancy Tax. Each hotel should be provided with an Exemption Certificate when these exemptions are applicable.

The University can claim these exemptions only when the service is purchased directly by the University. If the purchaser is an IUP employee who is personally paying for the service and will be reimbursed for the expenditure by the University then the transaction is not exempt. The funding cost center will be charged for the extra expense when the traveler is reimbursed.

How do I pay for Hotel stays?

You have three options that are exempt from PA Sales Tax, Local Sales Tax and Local Hotel Occupancy Tax.

1. Pay the hotel directly with a University Travel Card and request reimbursement.
2. Request an IUP check through the Travel Office to prepay the charges.
3. Request an IUP check through the Travel Office to take with you.

You have one option that is not exempt from tax:

4. Pay the hotel directly with a personal credit/debit card, personal check or cash and request reimbursement through a University Travel Expense Voucher.

Option Detail:

Option 1: Pay the hotel directly with a University Travel Card.

Present a copy of the Pennsylvania Exemption Certificate to the hotel at check in. (available through <http://www.iup.edu/travelcard>.) You will need to sign the Certificate to claim the exemption on behalf of the University. Charges will be paid directly by the Travel Cardholder. The cardholder will then seek reimbursement by submitting a Travel Expense Voucher.

Option 2: Request the Hotel be paid in advance with an IUP check.

Obtain a paper or electronic quote for the stay from the hotel.
Submit the quote and a memo signed by the Financial Manager on your cost center to the Travel Office for processing.
The hotel will be provided an Exemption Certificate with the check.
Due to M&T Bank and SAP processing requirements the Account Payable Department must have 5 working days notice to produce a check.

Option 3: Request an IUP check be prepared to accompany the traveler to the hotel.

Obtain a paper or electronic quote for the stay from the hotel.
Submit the quote and a memo signed by the Financial Manager on your cost center to the Travel Office for processing
Pick up the check and the Exemption Certificate at the Travel Office.
Present the check and Exemption Certificate to the Hotel at check in.

Option 4: Pay the hotel directly with a personal credit card, personal check or cash and request reimbursement on a University Travel Voucher.

Be sure to include a copy of the paid hotel bill with your Travel Voucher as audit documentation. Under this option the transaction does not qualify for the exemptions from PA and Local taxes. Your cost center will be charged for the extra expense when you are reimbursed.

How do I get a Travel Card?

Travel Card Enrollment forms are available on line at

<http://www.iup.edu/travelcard>.

Completed Enrollment forms should be submitted to your Vice President.

Where can I find the Travel Card Procedure Manual?

A copy of the Travel Card Procedure Manual is available through a link on the IUP website at <http://www.iup.edu/travelcard>.

Where do I get an Exemption Certificate?

An Exemption Certificate can be printed from the IUP website through a link on <http://www.iup.edu/travelcard>.