



*PACIFIC FISHERY MANAGEMENT COUNCIL
CHAIR'S
RECEPTION*

*Saturday, April 6, 2013
6:00 p.m.*

*Mt. Hood Foyer
Sheraton Portland Airport Hotel
Portland, Oregon*



St. Johns Bridge: Photo Courtesy of Kimberly Merydith

TO BE RETAINED BY OPERATORS OF HOTELS
MOTELS, AND SIMILAR ACCOMMODATIONS AS
EVIDENCE OF EXEMPT OCCUPANCY

EXEMPTION CERTIFICATE
TAX ON OCCUPANCY
OF HOTEL ROOMS

Imposed Pursuant to
Articles of the Tax Law

NAME OF HOTEL, APARTMENT HOTEL, OR LODGING HOUSE

DATES

Sheraton Portland Airport Hotel

April 3-12, 2013

8325 NE Airport Way, Portland, OR 97220

ADDRESS

This is to certify that the above individuals are representatives of the United States Governmental department, agency or instrumentality indicated below; that the charges for the occupancy at the above establishment on the dates set forth below have been or will be paid for by such governmental unit; and that such charges are incurred in the performance of official duties as representatives or employees of such governmental unit.

DATES OF
OCCUPANCY

Group Name: Pacific Fishery
Management Council

Dates: April 3-12, 2013

SIGNATURE

GOVERNMENTAL
UNIT

DOC/NOAA/NMFS/
Pacific Fishery Management Council

TITLE



The Pacific Fishery Management Council is a federal instrumentality operating under authority of the United States Department of Commerce, National Oceanic and Atmospheric Administration.





CITY OF PORTLAND
OFFICE OF MANAGEMENT AND FINANCE

Sam Adams, Mayor
Jack D. Graham, Chief Administrative Officer
Thomas W. Lannom, Revenue Bureau Director

License & Tax Division
Terri Williams, Manager
111 SW Columbia St., Suite 600
Portland, OR 97201-5840
Tel: (503) 823-5157
Fax: (503) 823-5192
TDD: (503) 823-6868

**TRANSIENT LODGINGS TAX
GOVERNMENT EXEMPTION CERTIFICATE**

Guest Name: _____ (please print)
on official business for _____ (printed name of *Federal* agency)
Name of Hotel/Motel: _____
Occupancy From: (check-in date) _____ **To: (last date of occupancy)** _____
Total Rents Paid: _____

This is to certify that I, the undersigned, am an employee of the United States Government Agency indicated below; that the charges for the occupancy at the above establishment on the dates indicated above have been, or will be, paid for by such Governmental Agency; and that such charges are incurred in the performance of my official duties as an employee of such Governmental Agency. I also understand that I must provide the hotel Operator with supporting documentation, as indicated below, or the Operator must deny my request for exemption

(Signature of **Federal** Employee) _____ 20 ____
(Date)

**** IMPORTANT:** Do not accept this certificate without one of the following (*generally, do not photocopy federal ID cards unless there is no other documentation & employee agrees to copy of ID card*):

This certificate is **NOT valid** without attaching a copy of one of the following (check one):

- Copy of official Federal travel orders (**Government ID checked:** YES _____ initials)
- Letter from Federal employer, on official Federal agency letterhead (**Government ID checked:** YES _____ initials)
- Business card with Federal logo (**Government ID checked:** YES _____ initials)
- U.S. State Department identification card – with statement on card exempting hotel taxes.
 YES _____ initials) -- *please attach copy of card*

City of Portland Code Section 6.04.050 states no tax shall be imposed upon:

*Any **Federal** Government employee traveling on official government business, **who presents an official Government Exemption Certificate or official travel authorization.***

RETAIN THIS RECORD FOR A PERIOD OF NOT LESS THAN 3 YEARS AND 6 MONTHS

A separate exemption certificate is required for each occupancy and for each Federal employee. If you have any questions, please call the Revenue Bureau, License and Tax Division at (503) 865-2857.

If a guest is unable or unwilling to provide the necessary information required to verify that they are an employee of the federal government AND that they are travelling on official federal business as stated on this form, then their request for government exemption should be denied as it WILL be denied under audit.

Government Exemption

The City of Portland Transient Lodgings Tax government exemption only applies to employees of the federal government travelling on official federal government business. A guest claiming to qualify for the government exemption will need to provide the following upon check-in:

- The City of Portland 's Government Exemption Certificate - Completed, signed, & dated

Plus one of the following:

1. Official Travel Orders & Government ID

Travel orders provide proof that the guest is travelling on official federal business

2. Letter from Federal employer on official Federal Agency letterhead & Government ID

The letter provides proof that the guest is travelling on official federal business

3. Business card with Federal logo & Government ID

In the event that the guest does not have either travel orders or an official letter, a copy of a Federal agency business card may be accepted and stapled to the Exemption form. You must also verify that the name on the business card matches the government ID presented by the guest. The business card provides contact information necessary to confirm that the guest is travelling on official federal business.

4. US State Dept ID card (with Blue Stripe)

The blue stripe verifies government exemption status for sales tax AND hotel tax.

Also, some foreign diplomats have State Dept. issued ID card with a Yellow Stripe. The yellow stripe denotes certain exemption restrictions. If this stripe indicates that Hotel taxes are exempt, then it is valid.

Please note: Photocopies of State Dept ID cards must to be provided to the Bureau in color to verify validity. Color photocopies are preferred.

5. Other:

In the event that a guest does not have any of the above listed required documentation, a federal government agency ID or a federal government agency credit card - centrally billed only - may be accepted (the credit card numbers are needed to verify central billing). In addition, an email from a supervisor showing a federal government agency email address stating that the guest is on federal business may also be accepted. Furthermore, the guest is required to complete the exemption certificate, provide a copy of their federal government agency ID, and provide their supervisor's name, address, & phone number.

If a guest is unable or unwilling to provide the necessary information required to verify that they are an employee of the federal government AND that they are travelling on official federal business as stated on this form, then their request for government exemption should be denied, as it WILL be denied under audit.

The hotel is to keep a copy of the government exemption certificate, along with any supporting documentation, on file for no less than three years & six months.



Pacific Council Meeting Schedule 2013-2014

2013	
DATES	LOCATION
March 6-11, 2013 Advisory Bodies may begin Tue, March 5 Council Session begins Thu, March 7	Hotel Murano 1320 Broadway Plaza – Tacoma, WA 98402 Phone: 888-862-3255
April 6-11, 2013 Advisory Bodies may begin Fri, Apr 5 Council Session begins Sat, April 6	Sheraton Portland Airport Hotel 8235 NE Airport Way – Portland, OR 97220 Phone: 503-281-2500
June 20-25, 2013 Advisory Bodies may begin Tue, June 18 Council Session begins Thu, June 20	Hyatt Regency Orange County 11999 Harbor Blvd – Garden Grove, CA 92840 Phone: 714-750-1234
September 12-17, 2013 Advisory Bodies may begin Wed, Sept 11 Council Session begins Thu, Sept 12	Doubletree Hotel Boise Riverside 2900 Chinden Blvd - Boise, ID 83714 Phone: 208-343-1871
November 1-6, 2013 Advisory Bodies may begin Thur, Oct 31 Council Session begins Fri, Nov 1	Hilton Orange County/Costa Mesa 3050 Bristol Street - Costa Mesa, CA 92626 Phone: 714-540-7000
2014	
DATES	LOCATION
March 8-13, 2014 Advisory Bodies may begin Fri, March 7 Council Session begins Sat, March 8	Doubletree Hotel Sacramento 2001 Point West Way - Sacramento, CA 95815 Telephone: 916-929-8855
April 5-10, 2014 Advisory Bodies may begin Fri, April 4 Council Session begins Sat, April 5	Hilton Vancouver Washington 301 W Sixth Street – Vancouver, WA 98660 Telephone: 360-993-4500
June 20-25, 2014 Advisory Bodies may begin Thu, June 19 Council Session begins Fri, June 20	Hyatt Regency Orange County 11999 Harbor Boulevard – Garden Grove, CA 92840 Telephone: 714-750-1234
September 12-17, 2014 Advisory Bodies may begin Thu, Sept 11 Council Session begins Fri, Sept 12	DoubleTree by Hilton Spokane City Center 322 N Spokane Falls Court – Spokane, WA 99201 Telephone: 509-455-9600
November 14-19, 2014 Advisory Bodies may begin Thurs, Nov 13 Council Session begins Fri, Nov 14	Hilton Orange County/Costa Mesa 3050 Bristol Street - Costa Mesa, CA 92626 Phone: 714-540-7000

RESTAURANT LIST:

**Buffalo Wild Wings— 9810 Northeast Cascade Parkway, Portland OR
503-281-0351**

**Famous Daves— 9911 Northeast Cascades Parkway, Portland OR
503-493-9000**

**Red Robin—10005 NE Cascade Pkwy, Portland OR
503-287-4699**

**WOW! Burger— 10107 NE Cascades Pkwy, Portland OR
503-841-5948**

**Pizanos Pizza— 10111 Northeast Cascades Parkway, Portland OR 97220
503-206-5765**

**Hot Pot 'N Sushi— 10127 NE Cascades Pkwy, Portland OR
503-284-6075**

**Panda Express— 10213 NE Cascades Parkway, Portland OR
503-281-0169**

**YoCream Frozen Yogurt—10209 Northeast Cascades Pkwy, Portland OR
503-288-6300**

**Taco Del Mar— 10215 NE Cascade Parkway, Portland OR
503-288-8795**

SHERATON HOTEL—8235 NE AIRPORT WAY, PORTLAND OR

Cascade Station offers a variety of eating opportunities ranging from Buffalo Wild Wings, to restaurants such as Red Robin & the newly added WOW! Burger! Cascade Station offers the closest multi-option eating destination near the hotel, however the MAX Light Rail system stops here as well allowing for trips into Downtown Portland for alternative dining opportunities. Also don't forget most the major hotels around the airport have full-time restaurants built in them.

