



## MUNICIPALITY OF ANCHORAGE

Finance Dep't., Treasury Div.  
Fax: (907) 343-6677

Mailing Address  
P.O. Box 196650  
Anchorage, AK 99519-6650

Physical Address  
632 W. 6<sup>th</sup> Avenue, 3<sup>rd</sup> Floor  
Anchorage, AK 99501

### **AMC 12.20 Room Tax SUPPLEMENT TO INFORMATIONAL #11**

**Revised: May 6, 2019**

### **State of Alaska Travel Authorization Travel Booked Through State Travel Office Corporate Travel Management**

Treasury recently met with the State Travel Office to discuss the State of Alaska Travel Authorization. We have agreed the "State of Alaska Travel Authorization" form includes sufficient attributes to meet the documentation requirements for "rent paid directly" in Anchorage Municipal Code (AMC) 12.20.022, tax exemptions, and supporting documentation requirements in AMC 12.20.070, maintenance and inspection of records.

The State's Travel Authorization attributes include:

- The State of Alaska seal, top center of form,
- The Corporate Travel Management logo next to seal, top left of form,
- Corporate Travel Management contact information, top right of form,
- The name of the vendor, traveler, authorized dates, confirmation number, and quoted rate,
- The State Department name and division, and
- Credit card number (masked).

Please note that State employee usage of personal credit cards, personal checks, or cash to satisfy room rent due to an Operator does not constitute a direct payment made by the State to the Operator and the room tax must be collected. AMC 12.20.022.B. clarifies that a State employee's right of reimbursement from the State (the entity entitled to the exemption) does not constitute a direct payment from the State.

If you have any questions, please visit our web site at [www.muni.org/treasury](http://www.muni.org/treasury) and scroll down to the room tax link or call us at one of the telephone numbers at the bottom of this page.

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For more information, please visit our website at: [www.muni.org/treasury](http://www.muni.org/treasury) and click the "Room Tax" link, or contact:  
Enforcement Officers II (907) 343-6964 / 6676 / 6757      Enforcement Officers I (907) 343-6686 / 6967 / 6634  
Supervisor (907) 343-6965