Because UTSA is a state institution of higher education, official in-state University purchases are to be exempt from state sales tax. Texas sales tax is not to be charged or paid for any official University purchases. Present the appropriate tax exemption certificate – which may be retained by the vendor.

This includes (but is not limited to):

- **In-state** official meals (Texas Sales Tax Exemption Certificate must be presented at the restaurant)
- **In-state** lodging (UTSA pays local and county taxes, but not Texas state taxes)
  - Hotel Tax Exemption Certificate must be presented at check-in
  - If you are using paid parking at the hotel, an additional Sales Tax Exemption Certificate must be presented to the hotel at the time of check-in to ensure sales tax is not charged for parking fees.
- Purchases of goods and services of any kind in Texas.
  - Vehicle rentals
  - Other services

It is the purchaser’s responsibility to enforce the tax exemption status with all in-state transactions. Failure to comply will result in the purchaser not being reimbursed for the sales tax charges.

Purchases, meals, lodging, etc., outside of Texas are subject to all taxes.

The Texas Hotel Occupancy Tax Exemption Certificate is available on Public Folders in Outlook:

Public Folders > All Public Folders > UTSA Forms > Travel Management Office > Texas Hotel Occupancy Tax Exemption Certificate

The Texas Sales Tax Exemption Certificate is available on Public Folders in Outlook:

Public Folders > All Public Folders > UTSA Forms > Sales Tax Exemption Certificate

If you have questions about these processes, please contact:

- Jackie Hobson, Director of Student Affairs Budgets & Financial Services, x4137
- Terri Vasquez, Assistant Director, Budgets & Financial Services, x7397
- Bob Miller, Business Manager, Student Affairs, x7735

Thank you for your cooperation with these procedures.