

**Evidence of exemption from overnight accommodation tax  
Evidence of professional or company-related necessity of stay**

pursuant to section 2, para. 5 of the ordinance dated 15<sup>th</sup> October 2013 on overnight accommodation tax in the City of Freiburg i. Br.

**to be submitted to the accommodation facility**

**Notes:**

The City of Freiburg i. Br. is introducing an overnight accommodation tax from 1st January 2014. Paid overnight stays in an accommodation facility are exempt from tax if the reason for the stay is exclusively professional or company-related.

This is the case when professional, commercial or self-employed activities would be rendered impossible or considered unreasonable without an overnight stay. This exemption also applies when the stay fulfils training or further education purposes and individuals are required to participate in events. The necessity of such stays must be proven to the accommodation facility in question.

Providing evidence to the accommodation facility in question is optional. This evidence exclusively serves to determine whether the overnight accommodation tax must be imposed. The collected data will be forwarded to the City of Freiburg i. Br. By submitting this evidence, you consent to the processing and use of your data. Those who do not agree to this must pay the overnight accommodation tax.

Please use block capitals.

Name

Telephone (optional)

Address

Email (optional)

Overnight stay in Freiburg from  until

in the accommodation facility

**Reason for the professional/company-related necessity of an overnight stay:**

The overnight stay in Freiburg i. Br. is required for professional/company-related reasons

1.  I am self-employed/I am a freelancer
2.  I am employed/I am a civil servant
3.  The stay is required for another professional/company-related reason

Please tick the answer that applies to you and fill in the relevant section on the reverse of the page.

## 1. Self-employed/freelancer

Business address

Field of activity

Purpose of stay

## 2. Employed/civil servant

If the invoice is made out to the employer, this serves as evidence of the necessity of the overnight stay. If this is not the case, please specify your employer and the purpose of your stay.

I am employed by/I work as a civil servant for:

Name and address of employer

Purpose of stay

## 3. Other reasons for the necessity of a professional/company-related overnight stay

An overnight stay is deemed to be professional/company-related if the stay fulfils training or further education purposes and individuals are required to participate in events. If applicable, please specify the type of training and reason for stay.

Comments (reason for stay, information regarding the necessity of the stay)

I/We confirm that the reason for the overnight stay(s) is exclusively professional or company-related.

The City of Freiburg i. Br. may check evidence for its correctness. **On request, you are required to provide further information about the professional/company-related necessity for an overnight stay.** In the case of incorrect or falsified evidence, the guest may be held liable for the tax avoided. By presenting incorrect evidence, you may be committing a contravention or criminal offence.

Date

Signature