

Hotel Reservations

CESA 2 will reimburse for approved hotel stays that are indicated on your reimbursement form. CESA 2 does not reimburse for tax or for sums over the state rate, exceptions are indicated below based on case. Please use this guide to assist you in reserving hotels for conference stays, contract work, and other hotel stay needs.

State Rate

To receive the state rate you will have to call the hotel and ask for the state rate. Online booking does not offer a state rate and they will not reduce the rate after booking online. Please refer to [this site](#) for the current Wisconsin Per Diem rates to ensure you are receiving the correct rate depending on location within the state.

There are instances where hotels will claim they do not provide a state rate, whether it be time of year or other reasons. Please try to find another hotel in the area that does provide a state rate. If you do not obtain a reservation at state rate, CESA 2 will reimburse for state rate only.

Conference Hotel Reservations

Conferences generally have a predetermined rate for the hotel under a room block. CESA 2 will reimburse for conference stays per the conference's indicated, predetermined rate.

If the block is full and you need to reserve a hotel outside of the conference, please try to find a hotel that will offer the state rate.

Tax Exemption

Please provide the hotel with this [tax exemption form](#). CESA 2 is only tax exempt in Wisconsin. Any stay out of state will not accept our tax exemption and CESA 2 will reimburse for tax in that circumstance.

If you reserve online you will need to send a copy of the form to the hotel or present the form upon check in. Most hotels have an email in the confirmation that you can send the form prior to your stay. Make sure to reference your confirmation number when emailing the tax exemption.

If you call to reserve a room please let them know you are tax exempt and they can provide an email for the form to be sent to.

If you neglect to present the hotel with a tax exemption, CESA 2 will not reimburse for the tax on the reservation.