

Form 413, “Complimentary Admission, Lodging, and/or Transportation Disclosure Statement” Instructions

Under La. R.S. 42:1115.2, public servants may accept complimentary admission, lodging, or transportation, or reimbursement for such expenses if the following conditions are met **prior to acceptance**:

- Complete Southeastern’s **Internal Routing Form**.
- Complete the Louisiana Board of Ethics’ **Form 413**.
- Have the forms approved by the Agency Head prior to attendance.
(For the purpose of this form, “Agency Head” is each divisional Vice President.)
- Forward the original forms to the Controller’s Office at SLU 10720, Hammond, LA 70402.

Any required information areas must be typed in. Any area requiring a signature must be a handwritten, original signature.

The Controller’s Office will submit the form to the Louisiana Board of Ethics and retain a copy on file.

FORM 413

Complimentary Admission, Lodging, and/or Transportation Disclosure Statement

FREQUENTLY ASKED QUESTIONS

- When does the 60 days from acceptance begin?
The latest date that the “acceptance” can begin is the day of the conference or travel.
- Can I use the old Form 413?
No. A new Form 413 was created for use effective December 2, 2022.
- Who is the “agency head”?
“Agency head”, as defined by R.S. 42:1102(3), is the chief executive or administrative officer of an agency or any member of a board or commission who exercises supervision over the agency.
- What if I am the “agency head”, who signs my Form 413?
If you are the agency head, you will sign the document twice. Once as the “agency head” and once as the “public servant”.
- Do I have to file a Form 413 every time I travel or attend a conference?
Yes, Form 413 must be filed if a public servant receives complimentary admission, payment, or reimbursement for lodging or transportation from an entity other than the State of Louisiana or another governmental agency.
- Do I have to file a Form 413 if the State of Louisiana is paying for my travel/attendance?
No.
- Do I have to file a Form 413 if the Federal Government or one of its agencies or a foreign government is paying for my travel/attendance?
No.
- What if I do not know the amount expended/reimbursed? Should I wait to file my Form 413 until I know the amount?
You should file your Form 413 no later than 60 days after the date of the conference or travel. If you do not know the amount expended/reimbursed by the due date, you should submit a cover letter explaining the absence of this information. Once you know the exact amount, you should submit an amended Form 413.
- Do I need to provide the amount of meals that are expended/reimbursed?
No.
- Can I be reimbursed for travel outside of the United States if I file a Form 413?
Yes, if your Form 413 is properly completed and certified by your agency head.
- How do I file Form 413?
Please submit the completed form to the Louisiana Board of Ethics. Acceptable filing methods are:
File Upload: <https://eap.ethics.la.gov/FileUpload>
Fax: 225-381-7271
Mail: BOARD OF ETHICS, Post Office Box 4368, Baton Rouge, Louisiana 70821

Internal Routing Form

This form must accompany Form 413

Southeastern employees may accept complimentary admission, lodging and/or transportation, or reimbursement for such expenses IF approved in advance and IF that acceptance meets conditions provided by La. R.S. 42:1115.2.

To assist in making that determination, employees must check one of the following and provide a brief justification.

This acceptance is of direct benefit to Southeastern. Provide a brief explanation to support this claim.

This acceptance will enhance my knowledge or skills as it relates to the performance of my duties at Southeastern. Provide a brief explanation to support this claim.

Name of Employee (please print): _____ Date: _____

Signature: _____ Date: _____

Required approvals: Your signature below indicates your agreement with the above justification and your approval of the acceptance.

Department Head: _____ Date: _____

Dean/Director: _____ Date: _____

Print this Internal Routing Form and forward it, along with the completed **Form 413**, to the appropriate vice president after approval by the dean/director and prior to attendance.

Southeastern
SA# _____

LOUISIANA BOARD OF ETHICS
Mail: P.O. Box 4368, Baton Rouge, LA 70821
Fax: 225-381-7271
Upload: <https://eap.ethics.la.gov/FileUpload>

**COMPLIMENTARY ADMISSION, LODGING AND/OR TRANSPORTATION
DISCLOSURE STATEMENT**

Pursuant to La. R.S. 42:1115.2, any public servant who accepts complimentary admission, lodging, or transportation, or reimbursement for such expenses shall file a certification with the Board of Ethics **WITHIN 60 DAYS AFTER SUCH ACCEPTANCE.**

Agency Head Certification (to be completed prior to event attendance):

By my signature below, I, _____, (agency head printed name)

- Certify that the Public Servant's acceptance of the complimentary admission, lodging and transportation, or reimbursement of such expense (check applicable box)
 - is of direct benefit to the agency or
 - will enhance the knowledge or skill of the Public Servant as it relates to the performance of his public service.
- Certify that I approved the Public Servant's acceptance of the complimentary admission, lodging and transportation, or reimbursement of such expense prior to such acceptance.

AGENCY HEAD'S SIGNATURE: _____

PUBLIC SERVANT'S FULL NAME: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
POSITION TITLE: _____
EMPLOYING AGENCY: _____
DATE OF EVENT: _____
LOCATION: _____
DESCRIPTION OF PURPOSE OF PUBLIC SERVANT'S ACCEPTANCE OF COMPLIMENTARY ADMISSION, LODGING AND/OR REASONABLE TRANSPORTATION: _____ _____ _____
PERSON/ORGANIZATION PROVIDING ADMISSION, LODGING, AND/OR TRANSPORTATION: _____
AMOUNT EXPENDED/REIMBURSED ON PUBLIC SERVANT
ADMISSION: \$ _____ LODGING: \$ _____ TRANSPORTATION: \$ _____

Public Servant Attestation:

By my signature below, the above provided information is true and correct to the best of my knowledge, information, and belief.

PUBLIC SERVANT'S SIGNATURE: _____

DATE: _____