

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:

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

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

[Form 413 – Ethics Disclosure Statement Form](#)

**Note: Approval must be prior to acceptance; however, the filing of Form 413 is required within 60 days after acceptance.*