

## 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.

The Controller’s Office will submit the form to the Louisiana Board of Ethics, retain a copy on file, and notify the employee that the form has been submitted.