

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 found below.
- 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.

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.