

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

**All responses must be typed; this applies to both the Internal Routing Form and Ethics form 413. If more room for additional information is needed, please continue the documentation on a separate page.**

**ONLY the signatures are to be 'written' in.**

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 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. The form should be accessed through our website to ensure the most up-to-date version is being utilized. The current version was revised in **September 2025** and should be the version submitted for compliance.
- 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.
- Can I use an electronic/digital signature on the Complimentary Disclosure?
  - Yes. Per the Acceptance of Electronic Signature Policy (LA RS 9:2601(5)), effective 12/3/2021, an electronic signature from a third-party vendor that displays information identifying that an electronic signature application was utilized (DocuSign, SignNow, ReadySign, or AdobeSign, or Adobe AcrobatSign, etc.). An Adobe textbox/typed font-style signature cannot be accepted at this time without the Adobe e-signature confirmation page.
- Can I accept a flight on a private aircraft?
- Yes, if the private air transportation is/was calculated as:
  - Airfare is comparable in departure location, destination, and time of travel to that of regularly scheduled first-class or business-class commercial airline services and of the lower unrestricted and non-discounted commercial, first, or business-class, and coach flights.
  - The charter fare or rental charge was for a comparable aircraft of sufficient size to accommodate all travelers, including security personnel.
  - The aircraft was chartered/rented for normal and usual usage to travel to or from a city not regularly served by regularly scheduled commercial airline services.
  - The actual cost of the private flight divided by the number of passengers is more cost-effective than that of a commercial, business class, first class, and/or coach flight.
- How do I file Form 413?
  - Please submit the completed form to the Louisiana Board of Ethics. Acceptable filing methods are:
    - Upload: <https://eap.ethics.la.gov/FileUpload>
    - Fax: 225-381-7271
    - Mail: Louisiana Board of Ethics, Post Office Box 4368, Baton Rouge, Louisiana 70821

○ Hand Delivery: 617 N. Third Street, Baton Rouge, LA 70802

## 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 respond to the following and provide a brief justification.

This acceptance is of direct benefit to Southeastern. **OR** 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.

**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 reasonable 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 reasonable 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 EVENT PURPOSE:**

\_\_\_\_\_

\_\_\_\_\_

**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:** \_\_\_\_\_