

Louisiana Ethics Reporting

Travel expenses, including travel scholarships, covered by a third party or a sponsor are subject to the reporting requirements in R.S. 42:1111 Code of Governmental Ethics. **LSU administration, leadership, faculty, staff, contract workers, and students (graduates/undergrads) are subject to filing the Louisiana Board of Ethics: Complimentary Admission, Lodging, and/or Transportation Disclosure (Form 413).**

Pursuant to La. R.S. 42:1115.2, any public servant who accepts complimentary admission, lodging, or transportation to and from an educational or professional development, seminar, or a conference shall file a Complimentary Disclosure Statement with the Board of Ethics within 60 days after such acceptance.

It is the employee's responsibility to properly complete and submit the disclosure form to the Ethics Administration.

Helpful Links

- [Louisiana Ethics Website](#)
- [Disclosure Form 413](#)
- [Form 413 Frequently Asked Questions](#)

Reminders

- Always complete the latest version of Form 413 from the Ethics website. Outdated forms are not accepted.
- Disclosure will be deemed noncompliant if not fully completed.
- A handwritten or an electronic signature is required. Only e-Signatures from digital applications such as DocuSign, AdobeSign, SignNow, etc., are accepted. Typed signatures with a selected font are not accepted.
- Agency Head (or designee) signature is required before the form can be filed electronically or submitted.
- Signed form should be attached to the Spend Authorization/Expense Report.

Sample of completed disclosure form

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: Mike the Tiger		
ADDRESS: 1234 LSU Avenue		
CITY, STATE, ZIP: Baton Rouge, LA 70803		
POSITION TITLE: Head Mascot		
EMPLOYING AGENCY: Louisiana State University		
DATE OF EVENT: July 27, 2025 to August 1, 2025		
LOCATION: Lexington, Kentucky		
DESCRIPTION OF PURPOSE OF PUBLIC SERVANT'S ACCEPTANCE OF COMPLIMENTARY ADMISSION, LODGING, AND/OR REASONABLE TRANSPORTATION: Selected to receive a scholarship for CBMI 2025 on behalf of Southern Association of College and University Business Officers (SACUBO). The CBMI Conference offers an intensive course of study in business and financial management for administrators of colleges and universities.		
PERSON/ORGANIZATION PROVIDING ADMISSION, LODGING, AND/OR TRANSPORTATION: SACUBO		
AMOUNT EXPENDED/REIMBURSED ON PUBLIC SERVANT ADMISSION: \$644.38 LODGING: \$0 TRANSPORTATION: \$355.62		
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: <i>Mike the Tiger</i>		
DATE: 7/8/2025		

Revised Instructions August 2024 Form 413 www.ethics.la.gov

Filing Instructions

Upon receipt of the signed form by the Agency Head (or designee), the form should be submitted electronically by the following steps:

- 1) Go to the Louisiana Ethics Website
- 2) Go to the Disclosure tab
- 3) Click [File Upload]
- 4) Select 'Complimentary Admission, Transportation, and/or Lodging' from the Form dropdown list
- 5) Provide the Filer Name, E-mail Address, and Phone Number
- 6) Check box – I'm not a robot
- 7) Choose File to add signed Ethics form
- 8) Click Upload
- 9) Once the form is uploaded, the employee will receive an e-mail confirming the file successfully uploaded
- 10) For questions, contact the Board of Ethics at 225-219-5600 and ask for Ashley.

		LOUISIANA ETHICS ADMINISTRATION PROGRAM		File Upload Portal
Home General Disclosure Campaign Finance Lobbying Training Contact Us				
Disclosures File Upload				
This upload page is intended to be used for submitting disclosure forms to the Ethics Administration's Disclosure Division.				
Form:	Complimentary Admission, Transportation, and/or Lodging			
Filer Name:	Mike The Tiger			
Filer E-mail:	MikeTheTiger@lsu.edu			
Re-type E-mail:	MikeTheTiger@lsu.edu			
Phone Number:	225-578-1234			
E-mail addresses and phone numbers given will only be used if we have questions regarding your upload.				
☒ I'm not a robot				
				
We can only accept files in the pdf format that are under 20MB.				
Choose File No file chosen				
Upload				
For filers using electronic signatures, please see the following agency ethics.				

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