

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 Outdated forms are not accepted.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://esp.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, <u>Mike the Tiger</u> , (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: <u>Mike the Tiger</u>	
ADDRESS: <u>1234 LSU Avenue</u>	
CITY, STATE, ZIP: <u>Baton Rouge, LA 70803</u>	
POSITION TITLE: <u>Head Mascot</u>	
EMPLOYING AGENCY: <u>Louisiana State University</u>	
DATE OF EVENT: <u>September 5, 2026 to September 10, 2026</u>	
LOCATION: <u>Birmingham, Alabama</u>	
DESCRIPTION OF EVENT PURPOSE: <u>Selected to receive a scholarship for National Mascot Association (NMA) training camp on behalf of the Southeastern Conference. NMA offers an intensive course of study in mascot standards for colleges and universities.</u>	
PERSON/ORGANIZATION PROVIDING ADMISSION, LODGING, AND/OR TRANSPORTATION: <u>Southeastern Conference</u>	
AMOUNT EXPENDED/REIMBURSED ON PUBLIC SERVANT ADMISSION: \$ <u>500.00</u> LODGING: \$ <u>0.00</u> TRANSPORTATION: \$ <u>250</u>	
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: <u>Mike the Tiger</u>	
DATE: <u>8/12/2026</u>	

Revised September 2025 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) Select the Disclosures menu
- 3) Click *File upload*
- 4) Select *Complimentary Admission, Transportation, and/or Lodging* from the Form dropdown list
- 5) Provide the Filer Name, Filer Email, and Phone Number
- 6) Select *Choose File* to add the signed Ethics form
- 7) Select *I'm not a robot* captcha box
- 8) Select *Upload*
- 9) Once the form is uploaded, the employee will receive an email confirming the file successfully uploaded
- 10) For questions, contact the Board of Ethics at 225-219-5600 and ask for Ashley.

Sample of filing website

The screenshot shows the 'File Upload' page on the Louisiana Board of Ethics website. The sidebar on the left contains a menu with options: General, Board Information, Disclosures, View filed reports, Reporting tiers for elected offices, Disclosure forms, FAQs, Applicable laws, View failure to file list, View outstanding fines, Fines payment center, File upload (selected), PFD e-file, Campaign Finance, Lobbying, Training, Forms, Publications, and Contact us. The main content area is titled 'File Upload' and contains a form for submitting disclosure forms. The form includes a section 'What did you want to send us?' with a dropdown menu set to 'Complimentary Admission, Transportation, and/or Lodging'. Below this are input fields for 'Filer Name' (Mike the Tiger), 'Filer Email' (MikeTheTiger@lsu.edu), 'Re-type Email' (MikeTheTiger@lsu.edu), and 'Phone Number' (225-578-1234). There is a 'Choose File' button and a file named 'Form413f.pdf' is listed. At the bottom, there is a 'I'm not a robot' captcha and an 'Upload' button. A 'Page top' link is in the bottom right corner.