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.

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.

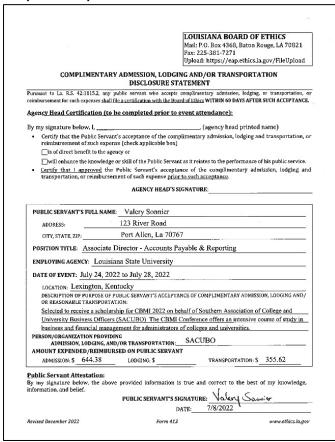
Helpful Links

- 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 Outdated forms are not accepted.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



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]
- 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
- Once the form is uploaded, the employee will receive an e-mail confirming the file successfully uploaded
- For questions, contact the Board of Ethics at 225-219-5600 and ask for Ashley.

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