

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. A new Form 413 was created for use, effective December 2, 2022.
The instructions were updated in August 2024. The 2024 version should be used.
- 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, such as DocuSign, SignNow, ReadySign, or AdobeSign, or Adobe AcrobatSign, etc., was utilized. An Adobe textbox/typed font-style signature cannot be accepted at this time without the Adobe e-signature confirmation page.

- How do I file Form 413?
Please submit the completed form to the Louisiana Board of Ethics. Acceptable filing methods are:
File Upload: <https://eap.ethics.la.gov/FileUpload>
Fax: 225-381-7271
Mail: BOARD OF ETHICS, Post Office Box 4368, Baton Rouge, Louisiana 70821