1.1.1a ACCEPTANCE OF TRAVEL BENEFITS PROVIDED BY NON-GOVERNMENTAL ENTITIES

A. Definition

Faculty and staff routinely attend training sessions for research protocols, present papers at conferences, participate as guest speakers, and conduct accreditation surveys of other institutions. These activities promote the teaching, research, and patient care mission of the LSU Health Sciences Center. Often times, travel arrangements, including hotel accommodations and transportation, are arranged and paid directly by the sponsoring entity. Since this practice is in violation of the State Ethics Law, the purpose of this policy is to provide guidelines regarding the acceptance of travel benefits provided by private sector companies or organizations. PLEASE NOTE: This policy does not apply to benefits received from governmental agencies.

B. Ethics Law

According to LA R.S. 42.1111, “no public servant shall receive anything of economic value, other than compensation and benefits from the governmental entity to which he is duly entitled, for the performance of the duties and responsibilities of his office or position”. Consequently, the direct receipt by an employee of the Health Sciences Center of benefits provided by a private or non-governmental entity is prohibited and can be considered a violation of State Ethics Law.

C. Procedure

1. The sponsoring entity must remit the funds from which the travel expenses will be paid to the institution, rather than to the individual. Under no circumstances can the monies, airline tickets, hotel accommodations, etc. be accepted by a Health Science Center employee directly from the private entity (e.g., drug company). Such acceptance violates the Louisiana ethics law.

2. The employee must complete a Prior Approval form. (See attached.) The document must be approved in accordance with Administrative Directive 1.1.1.

3. The reimbursement to the employee for travel expenses will be made in accordance with the Louisiana Travel Guide.

4. The sponsor check should be deposited in the same departmental account where employee reimbursement was made.

5. Unreimbursed amounts may be processed through the LSUHSC Foundation, providing an available funding source has been identified and authorized.