

**CITY OF NEW ORLEANS - TRAVEL AUTHORIZATION**

- 1) NAME OF EMPLOYEE: \_\_\_\_\_
- 2) NAME OF AGENCY: \_\_\_\_\_
- 3) PURPOSE OF TRAVEL: \_\_\_\_\_
- 4) DESTINATION: \_\_\_\_\_
- 5) NUMBER OF DAYS IN TRAVEL STATUS: \_\_\_\_\_
- 6) SOURCE OF FUNDS: \_\_\_\_\_
- 7) ITINERARY WHILE IN TRAVEL STATUS: \_\_\_\_\_

| DATE(S) | LOCATION | TELEPHONE NUMBER |
|---------|----------|------------------|
|         |          |                  |
|         |          |                  |

I do hereby designate \_\_\_\_\_, whose address is  
\_\_\_\_\_, and whose relationship to me is  
that of \_\_\_\_\_ as my beneficiary.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature of Director

\_\_\_\_\_  
Signature of Deputy Mayor

Approved: \_\_\_\_\_  
Disapproved: \_\_\_\_\_

\_\_\_\_\_  
First Deputy Mayor/ CAO

CITY OF NEW ORLEANS - TRAVEL EXPENSE ACCOUNT

DATE: \_\_\_\_\_

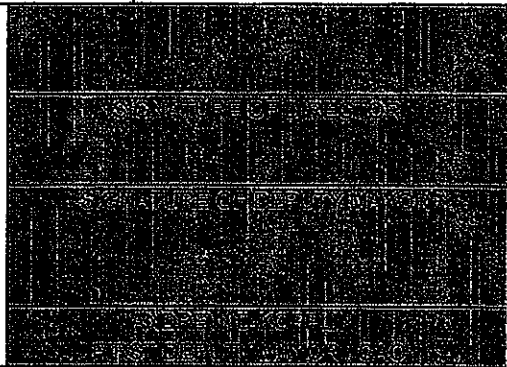
NAME OF EMPLOYEE \_\_\_\_\_ DEPARTMENT \_\_\_\_\_ TITLE \_\_\_\_\_

TRAVEL TO: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ PERIOD: \_\_\_\_\_ DATE \_\_\_\_\_ TO: \_\_\_\_\_ DATE \_\_\_\_\_

PURPOSE: \_\_\_\_\_

| (1) EXPENSES (Note if expenses are supported by receipt(s) attached) | AMOUNT   |
|--|----------|
| TRANSPORTATION: _____  | \$ _____ |
| LODGINGS: _____  | \$ _____ |
| MEALS: _____   | \$ _____ |
| TIPS: _____  | \$ _____ |
| TAXI CAB(S): _____   | \$ _____ |
| OTHER EXPENSES: _____  | \$ _____ |
| (2) TOTAL EXPENSES   | \$ _____ |

I certify that this travel expense account is correct, that the travel was performed on the dates specified for official business only, and that the expenses were for official business.



EMPLOYEE'S SIGNATURE \_\_\_\_\_

(3) AMOUNT ADVANCED ON VOUCHER NO. \_\_\_\_\_ DATED: \_\_\_\_\_ \$ \_\_\_\_\_  
 (4) LESS: Total expenses reported in Line 2 above \_\_\_\_\_  
 (5) DIFFERENCE \_\_\_\_\_

Excess of line 3 over 4 deposited as per copy of Receiving Warrant No. \_\_\_\_\_ attached.

SHOULD LINE 4 EXCEED LINE 3 ABOVE, COMPLETE PARAGRAPH BELOW

Reimbursement requested for additional funds in connection with expenses in excess of Advance in the amount of \$ \_\_\_\_\_ requested on Public Voucher Number \_\_\_\_\_ dated \_\_\_\_\_, 20\_\_\_\_

DEPARTMENT OF FINANCE  
CITY OF NEW ORLEANS

MITCHELL J. LANDRIEU  
MAYOR

NORMAN S. FOSTER  
CHIEF FINANCIAL OFFICER

GREGORY ST. ETIENNE  
DEPUTY MAYOR

To Whom It May Concern:

The City of New Orleans, coterminous with Orleans Parish, is defined as a municipal governing authority through its home rule charter adopted by the electors in 1954. As a municipal governing authority, the State Legislature exempted it and all other municipalities from the payment of sales tax on all purchases through R.S. 47:301 (8) (C) effective September 1, 1991 (see attachment).

Sincerely,

*Norman S. Foster*

Norman S. Foster  
Chief Financial Officer

NSF/vcl

Attachment



12-6000-969

ENROLLED P. J.

Regular Session, 1991

HOUSE BILL NO. 1139 ACT No. 1029

OF REPRESENTATIVES LABORER AND MCELEARY

AN ACT

To amend and reenact R.S. 47:301(8)(a) and to amend R.S. 47:301(8)(c), relative to the state sales and use tax and the sales and use tax levied by any political subdivision; to provide that such taxes shall not apply to the state or its political subdivisions; and to provide for related matters.

Be it enacted by the Legislature of Louisiana:

Section 1. R.S. 47:301(8)(a) is hereby amended and reenacted and R.S. 47:301(8)(c) is hereby enacted to read as follows:

§ 01. Definitions

As used in this Chapter, the following words, terms, and phrases have the meaning ascribed to each in this Section, unless the context clearly indicates a different meaning:

(8)(a) "Person", except as provided in Subparagraph (c), includes any individual, firm, partnership, joint adventure, association, corporation, estate, trust, business trust, receiver, syndicate, this state, any parish, city and parish, municipality, district or other political subdivision thereof or its board, agency, instrumentality, or other group or institution acting as a unit, and the plural as well as the singular number.

(c) For purposes of the payment of the state sales and use tax and the sales and use tax levied by any political subdivision, "person" shall not include this state, any parish, city and parish, municipality, district, or other political subdivision thereof, or any agency, board, commission, or instrumentality of this state or its political subdivisions.

Section 2. This Act shall become effective on September 1, 1991.

/s/ Buddy Roemer

GOVERNOR OF THE STATE OF LOUISIANA

APPROVED: /26/91

BENEFICIARY DESIGNATION



- HARTFORD LIFE AND ACCIDENT INSURANCE COMPANY
- HARTFORD LIFE INSURANCE COMPANY
- HARTFORD FIRE INSURANCE COMPANY

Policyholder City of New Orleans

Policy Number ETB-114033

Insured Person's Name \_\_\_\_\_

Death Benefits to be paid to beneficiary named below. State relationship

And the right to change the beneficiary(ies) without the consent is reserved.

Signature of Insured Person \_\_\_\_\_ Date \_\_\_\_\_

NAMING THE BENEFICIARY

It is important that your beneficiary designation be clear so that there will be no question as to your meaning. If you need assistance, contact your company representative.

The following are the most common designations:

- Mary J. Doe, Wife (NOT Mrs. John Doe).
- Mary J. Doe, Wife, if living, otherwise to Joseph W. Doe, Son.
- Mary J. Doe, Wife, if living, otherwise to Jane Doe, Daughter, and Joseph W. Doe, Son, in equal shares or to the survivor.
- Estate of Insured Person.

If you name more than one beneficiary with unequal shares, please show the amount of insurance to be paid to each beneficiary in fractional parts; for example, "1/3 to Mary Jones, Mother, and 2/3 to Edith Jones, Wife."

Please state age and relationship of each beneficiary. If the beneficiary is not related to you either by blood or marriage, insert the words "Not related", and state address of beneficiary.

The signature must be in ink. Do not erase. If corrections are necessary, line out the error and initial the correction.

**COMPLIMENTARY ADMISSION, LODGING AND/OR TRANSPORTATION  
 DISCLOSURE STATEMENT**

Pursuant to La. R.S. 42:1123(41), any public servant who accepts complimentary admission, lodging, or transportation to and from an educational or professional development seminar or conference shall file an affidavit with the Board of Ethics **WITHIN 60 DAYS AFTER SUCH ACCEPTANCE**.

|  |                                 |
|--|---------------------------------|
| <b>RECIPIENT'S FULL NAME:</b> _____        |                                 |
| <b>RECIPIENT'S SIGNATURE:</b> _____        |                                 |
| ADDRESS: _____                             |                                 |
| CITY, STATE, ZIP: _____                    |                                 |
| POSITION TITLE: _____                      |                                 |
| EMPLOYING AGENCY: _____                    |                                 |
| <b>NAME OF CONFERENCE/SEMINAR:</b> _____   |                                 |
| DATE OF EVENT: _____                       |                                 |
| LOCATION: _____                            |                                 |
| ADDRESS: _____                             |                                 |
| CITY, STATE, ZIP: _____                    |                                 |
| <b>PERSON/ORGANIZATION</b>                 |                                 |
| HOSTING CONFERENCE/SEMINAR: _____          |                                 |
| PERSON/ORGANIZATION PROVIDING              |                                 |
| ADMISSION, LODGING, TRANSPORTATION : _____ |                                 |
| <b>AMOUNT EXPENDED ON RECIPIENT</b>        | <b>ADMISSION: \$</b> _____      |
|  | <b>LODGING: \$</b> _____        |
|  | <b>TRANSPORTATION: \$</b> _____ |

**SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_**

**AT \_\_\_\_\_**

\_\_\_\_\_  
 (Notary Public Signature)

\_\_\_\_\_  
 (Printed Name)

\_\_\_\_\_  
 (Notary ID or Bar Roll)

(41)(a) The acceptance by a public servant of complimentary admission to, lodging reasonably related to, and reasonable transportation to and from an educational or professional development seminar or conference held in any state of the United States or Canada, provided that (i) the public servant is requested or invited to attend by the sponsoring civic, nonprofit, educational, or political group or organization, (ii) the sponsor is not a person from whom the public servant is prohibited from receiving or accepting a gift pursuant to R.S. 42:1115(A)(2), (iii) the seminar or conference is related to the public service of the public servant and is designed to enhance the knowledge or skill of the public servant as it relates to the performance of his public service, and (iv) the public servant's agency head approves the acceptance.

(b) Any public servant who accepts complimentary admission, lodging, or transportation to and from an educational or professional development seminar or conference shall file an affidavit with the Board of Ethics within sixty days after such acceptance, disclosing (i) the name of the person or organization who gave, provided, or paid in whole or in part for the admission, lodging, or transportation, (ii) the person or organization that hosted the seminar or conference, and (iii) the amount expended on his behalf by the person or organization on admission, lodging, and transportation.

(c) The provisions of this Paragraph shall not require an affidavit to be filed in connection with the acceptance by a public servant of admission, lodging, or transportation relative to a seminar or conference held or hosted by the agency or governmental entity of the public servant.