

# View Spend Authorization



SA-0000177421

For: Walter Carter (Terminated)

Status: Approved

Cash Advance Outstanding Balance	Cash Advance Requested	Spend Authorization Remaining Balance	Spend Authorizatio n Total
		514.82	2,221.16

**Spend Authorization Information**

**Position** 00020711 President - ,  
**Company** The Ohio State University  
**Start Date** 05/15/2025  
**End Date** 05/18/2025  
**Description** Speaking engagement at Gaff n Go Rodeo Richmond, VA  
**Business Purpose** TRAVEL – Special Event  
**Currency** USD

**Spend Authorization Details**

**Reimbursement Payment Type** Direct Deposit  
**Justification** Speaking engagement at Gaff n' Go Rodeo in Richmond, VA  
**Expense Report(s)** Expense Report: ER-0000808553  
 Expense Report: ER-0000829263

**Cash Advance Repayments**

**Spend Authorization Lines**

**Expense Item** Airfare  
**Total Amount** 1,743.16  
**Budget Date** 05/15/2025  
**Memo** Roundtrip Airfare from CMH to RIC  
**Cash Advance Requested** No

**Worktags**

**\*Cost Center** CC10433 President | Office of the President  
**\*Balancing Unit** BL1026 President | General  
**\*Fund** FD113 Endowment Distribution Unrestricted Fund  
**Gift** GF604921 Ralph D. Mershon Fund 2  
**Grant**  
**Program** PG105298 Mershon | Discretionary - Travel  
**Project**  
**\*Additional Worktags** Assignee: AS109798 Carter.2194, Walter  
 Function: FN114 Institutional Support

**Instructional Text**

Refer to the [Travel Policy](#) for airfare requirements and class of service restrictions.

All business travel airfare must be procured through the university's contracted travel agencies with an approved Spend Authorization number. Visit the [Travel Website](#) for agency contact information.

\*\*\*Enter only 1 of the following Travel Agency selections in the field below (required)\*\*\*

- Anthony Travel – required for ALL individual business travel and Athletic team travel
- ScholarTrip – required for ALL group business travel
- Other – use with circumstances permitted by the Travel Policy



For Origination/Destination fields, enter the city that matches the trip location(s) or airport(s). If the specific city or airport code is not found, type \*ALL to return additional selections (enter the specific city in the memo field on the expense line).

Airfare Related Expenses:

- Ancillary fees should be added as a separate expense line using Expense Item 'Airline Baggage Fees' or 'Airline Change Fees'
- Agency Service Fees (when applicable) should be added as a separate expense line using Expense Item 'Agency Service Fee'

## Item Details

<b>Departure Date</b>	05/15/2025
<b>Arrival Date</b>	05/18/2025
<b>Class of Service</b>	First Class
<b>Origination</b>	CMH, John Glenn Columbus International Airport, Columbus
<b>Destination</b>	RIC, Richmond International Airport, Richmond
<b>Travel Agency (see instructions above for appropriate entry)</b>	CTP

## Spend Authorization Lines

<b>Expense Item</b>	Per Diem (Pre-Trip)
<b>Quantity</b>	1
<b>Per Unit Amount</b>	240.00
<b>Total Amount</b>	240.00
<b>Budget Date</b>	05/15/2025
<b>Memo</b>	3 Days - 7 Meals total
<b>Cash Advance Requested</b>	No

## Worktags

<b>*Cost Center</b>	CC10433 President   Office of the President
<b>*Balancing Unit</b>	BL1026 President   General
<b>*Fund</b>	FD113 Endowment Distribution Unrestricted Fund
<b>Gift</b>	GF604921 Ralph D. Mershon Fund 2
<b>Grant</b>	
<b>Program</b>	PG105298 Mershon   Discretionary - Travel
<b>Project</b>	
<b>*Additional Worktags</b>	Assignee: AS109798 Carter.2194, Walter Function: FN114 Institutional Support

## Instructional Text

For Spend Authorizations (pre-trip only).

See [Travel Policy](#) for requirements.

For Destination field, type the city that matches the trip locations. If the specific city is not found, type \*ALL to return the value of All Other Continental US Locations, United States of America. Enter the specific city in the memo field on the expense line.

See Per Diem Rates:

[Per Diem Domestic](#)



[Per Diem International](#)

Item Details

**Destination** Richmond, Virginia, United States of America  
**Number of Days** 3

Spend Authorization Lines

**Expense Item** Rideshare/Taxi  
**Quantity** 1  
**Per Unit Amount** 238.00  
**Total Amount** 238.00  
**Budget Date** 05/15/2025  
**Memo** Rideshare/Ubers while in Richmond, as well as to and from airport  
**Cash Advance Requested** No

Worktags

**\*Cost Center** CC10433 President | Office of the President  
**\*Balancing Unit** BL1026 President | General  
**\*Fund** FD113 Endowment Distribution Unrestricted Fund  
**Gift** GF604921 Ralph D. Mershon Fund 2  
**Grant**  
**Program** PG105298 Mershon | Discretionary - Travel  
**Project**  
**\*Additional Worktags** Assignee: AS109798 Carter.2194, Walter  
Function: FN114 Institutional Support

Instructional Text

See [Travel Policy](#) for requirements.

A detailed business purpose must be entered in the Business Reason field below.

Item Details

**Business Reason** Rideshare/Ubers while in Richmond, as well as to and from airport

Complete SA 05152025-05182025 Richmond VA - Rodeo.pdf

**File Name** Complete SA 05152025-05182025 Richmond VA - Rodeo.pdf  
**Content Type** application/pdf  
**Updated By** Rachel Rokicki  
**Upload Date** 04/09/2025 05:12:53 PM  
**Comment**

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Spend Authorization	Spend Authorization	Step Completed	04/09/2025 05:15:13 PM	04/16/2025	Rachel Rokicki	1	

# View Spend Authorization

05:45 PM

03/11/2026

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Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Spend Authorization	International Acknowledgement of Understanding Questionnaire (REQUIRED)	Not Required		04/16/2025		0	
Spend Authorization	Review Spend Authorization	Approvers Added	04/09/2025 06:21:50 PM	04/11/2025	Allie Errett (Cost Center Manager)	1	Allie Errett: President Carter travel for your review
Spend Authorization	Review Spend Authorization	Approved	04/09/2025 06:21:50 PM	04/11/2025	Allie Errett (Cost Center Manager)	1	
Spend Authorization	Review Spend Authorization	Approved	04/22/2025 11:08:19 AM	04/11/2025	Jessica Eveland	1	
Spend Authorization	Approval by Cost Center Manager	Not Required		04/16/2025		0	
Spend Authorization	Approval by Program Manager	Not Required		04/16/2025		0	
Spend Authorization	Approval by Project Manager	Not Required		04/16/2025		0	
Spend Authorization	Approval by Grant Manager	Not Required		04/16/2025		0	
Spend Authorization	Review Spend Authorization	Not Required		04/16/2025		0	
Spend Authorization	Review Spend Authorization	Not Required		04/16/2025		0	
Spend Authorization	Approval by Department Leader	Approved	04/22/2025 11:11:37 AM		JR Blackburn (Department Leader) ()	1	
Spend Authorization	Approval by Office of Academic Affairs	Not Required		04/16/2025		0	
Spend Authorization	Approval by Office of the President	Not Required		04/16/2025		0	
Spend Authorization	Approval by Contingent Worker As Self or Employee As Self	Not Required		04/16/2025		0	
Spend Authorization	To Do: Review Spend Authorization	Step Completed	04/22/2025 04:06:15 PM	04/24/2025	Meredith Blumhorst (Business Operations Center Rep) ()	1	
Spend Authorization	To Do: Review Spend Authorization	Not Required		04/16/2025		0	

**Balances**

Expense Item	Commitment Amount	Commitment Amount Liquidated	Commitment Amount Remaining	Currency
Rideshare/Taxi	238.00	53.61	184.39	USD
Airfare	1,743.16	1,389.48	353.68	USD
Per Diem (Pre-Trip)	240.00	65.27	174.73	USD
<b>Total:</b>	<b>2,221.16</b>	<b>1,508.36</b>	<b>712.80</b>	



Agent Assist (855) 784-9282  
 M-F 8AM-7PM EST  
 After Hours Assist (833) 200-0261  
 M-F 7PM-8AM EST(Holiday/Weekends all day)



Friday, 25APR 2025 6:16 PM EDT

**Passengers: WALTER EDWARD CARTER JR**

Agency Reference Number: QWXAQT

THE OHIO STATE UNIVERSITY  
 201 STORES AND RECEIVING BUILDING  
 2650 KENNY ROAD  
 COLUMBUS OH 43210  
 US

Review this itinerary for accuracy regarding flights/times/dates and personal information.  
 CTP must be notified before midnight on the day of ticketing regarding corrections.  
 Thank you for choosing CTP.  
 Agent: Corporate Travel Planners

PENALTY INFORMATION - TICKET MAY BE NON-REFUNDABLE  
 NON-TRANSFERABLE. CHANGES ARE SUBJECT TO PENALTIES  
 PLUS FARE INCREASE. SOME CARRIERS REQUIRE CANCELLATION  
 PRIOR TO TIME OF DEPARTURE OTHERWISE YOUR TICKET MAY  
 HAVE NO VALUE.  
 SA NUMBER -SA-0000177421

AIR	Thursday, 15MAY 2025		
<b>Delta Air Lines</b>	<b>Flight Number:</b> 1522	<b>Class:</b> - FIRST	
<b>From:</b> (CMH) Columbus OH, USA	<b>Depart:</b> 12:35 PM		
<b>To:</b> (ATL) Atlanta GA, USA	<b>Arrive:</b> 2:12 PM		
Stops: Nonstop	Duration: 1 hour(s) 37 minute(s)		
Seats: 2B	Status: CONFIRMED	Miles: 446 / 714 KM	
Equipment: Boeing 737-900 Jet			
ARRIVES ATL SOUTH TERMINAL			
Frequent Flyer Number: [REDACTED]			
<b>Delta Air Lines Confirmation number is GIREIS</b>			

AIR	Thursday, 15MAY 2025		
<b>Delta Air Lines</b>	<b>Flight Number:</b> 1214	<b>Class:</b> - FIRST	
<b>From:</b> (ATL) Atlanta GA, USA	<b>Depart:</b> 3:17 PM		
<b>To:</b> (RIC) Richmond VA, USA	<b>Arrive:</b> 4:50 PM		
Stops: Nonstop	Duration: 1 hour(s) 33 minute(s)		
Seats: 3D	Status: CONFIRMED	Miles: 481 / 770 KM	
Equipment: Boeing 737-900 Jet			
DEPARTS ATL SOUTH TERMINAL			

Frequent Flyer Number: [REDACTED]  
Delta Air Lines Confirmation number is GIREIS

AIR	Sunday, 18MAY 2025	
<b>Delta Air Lines</b> <b>From:</b> (RIC) Richmond VA, USA <b>To:</b> (ATL) Atlanta GA, USA Stops: Nonstop Seats: 2C Equipment: Boeing 757 Jet ARRIVES ATL SOUTH TERMINAL Frequent Flyer Number: [REDACTED]	<b>Flight Number:</b> 1402 <b>Depart:</b> 7:00 AM <b>Arrive:</b> 8:48 AM Duration: 1 hour(s) 48 minute(s) Status: CONFIRMED	Class: - FIRST  Miles: 481 / 770 KM

AIR	Sunday, 18MAY 2025	
<b>Delta Air Lines</b> <b>From:</b> (ATL) Atlanta GA, USA <b>To:</b> (CMH) Columbus OH, USA Stops: Nonstop Seats: 3C Equipment: Boeing 737-900 Jet DEPARTS ATL SOUTH TERMINAL Frequent Flyer Number: [REDACTED]	<b>Flight Number:</b> 1522 <b>Depart:</b> 9:57 AM <b>Arrive:</b> 11:30 AM Duration: 1 hour(s) 33 minute(s) Status: CONFIRMED	Class: - FIRST  Miles: 446 / 714 KM

FOR CHANGES OR QUESTIONS DURING NORMAL BUSINESS HOURS PLEASE CONTACT THE CTP TRAVEL DESK AT 855-784-9282 HOURS 800AM-700PM EST MONDAY-FRIDAY

FOR CHANGES OR QUESTIONS AFTER HOURS PLEASE CONTACT THE AFTER HOURS TRAVEL DESK AT 833-200-0261 HOURS 700PM-800AM EST \*HOLIDAY/WEEKENDS ALL DAY

SEE GO.OSU.EDU/TRAVEL-OFFICE FOR INFORMATION REGARDING OSU TRAVEL POLICY

CONTACT THE HOTEL BEFORE ARRIVAL TO CONFIRM THAT OSU BUCKID MEETS ID REQUIREMENTS FOR GOVERNMENT RATE.

\*\*\* KNOWN TRAVELER NUMBER ADDED TO RESERVATION \*\*\*

**Ticket/Invoice Information**

Ticket for: WALTER EDWARD CARTER JR  
Date issued: 4/25/2025 Invoice Nbr: 9694647

**Ticketed Carrier: DELTA AIRLINES INC.**  
Ticket Nbr: 0067255212514 Electronic Tkt: Yes Amount: 1389.48  
Base: 1246.03 US Tax: 93.45 USD XT Tax: 50.00 USD

Charged to: [REDACTED]

Total Tickets: 1389.48  
Total Amount: 1389.48

Please check carry on requirements at [www.tsa.gov](http://www.tsa.gov).

Charges may apply for checked baggage. Contact carrier prior to travel.

For International Travel, please check the latest [State Department Advisories](#).

Federal law forbids the carriage of certain hazardous materials, such as aerosols, fireworks, and flammable liquids, aboard the aircraft.

If you do not understand these restrictions, contact your airline or go to [www.faa.gov](http://www.faa.gov).

If a seat was selected with a Concur booking that had a preferred or upgraded cost noted, only elite frequent flyer members with the airline are permitted to secure this selection with no additional action or cost. However, preferred selections made without an elite status with the airline, require the traveler to purchase the seat upgrade directly with the airline since not permitted by OSU travel policy.

The selection will appear as confirmed on the traveler's itinerary, but require further action by the traveler in a timely manner or the airline will revoke the upgraded selection and assign general seating.

Effective May 7, 2025, air travelers with identification/ID/ that does not meet the Real ID Act requirements must present an alternate form of ID in order to board a domestic flight. Please see the Department of Homeland Security Website for more information.

[WWW.DHS.GOV/REAL-ID](http://WWW.DHS.GOV/REAL-ID)



Expense Report	
Expense Report Number	ER-0000808553
Company	The Ohio State University
Report Date	05/01/2025
Start Date	04/25/2025
End Date	04/25/2025
Spend Authorization	SA-0000177421
Business Purpose	TRAVEL – Special Event

Pay To	
Name	Employee: Walter Carter (Terminated)
Email	carter.2194@osu.edu
Address	

Amounts	
Reimbursement Currency	USD
Reimbursement Amount	0.00
Cash Advance Applied Amount	0.00
Personal Amount	0.00
Company Paid Credit Card Amount	1,389.48
Expense Report Total Amount	1,389.48

Memo
Speaking engagement at Gaff n Go Rodeo Richmond, VA

Expense Report Lines					
Date	Expense Item	Extended Amount	Memo	Receipt Attached	Itemized
04/25/2025	Airfare	1,389.48USD	Purchased using the university's airfare credit card through the university's contracted travel agency	Yes	

Signature \_\_\_\_\_

Date \_\_\_\_\_



### Travel and Entertainment Report Guide

Updated April 25, 2025

<b>Name:</b>	Walter "Ted" Carter, Jr.				
<b>SA #:</b>	0000177421				
<b>Date(s):</b> (include time)	<b>Depart</b>		<b>Return</b>		
	5/15/25 11:00am		5/18/25 12:00pm		
<b>Location(s):</b> (City, State)	Richmond, VA				
<b>Person(s) engaged:</b>					
<b>OSU employee(s) present:</b>					
<b>Purpose:</b>	Speaking engagement at Gaff n Go Rodeo				
<b>Airfare:</b>	<b>Airline</b>	<b>Flight #</b>	<b>Class</b>	<b>Route</b>	<b>Amount</b>
					\$
<b>Registration:</b>	<b>Merchant Field</b>			<b>Amount</b>	
	N/A			\$	
<b>Lodging:</b>	<b>Merchant Field</b>			<b>Amount</b>	
	N/A Rodeo paying for hotel			\$	
<b>Rental vehicle:</b>	<b>Merchant Field</b>			<b>Amount</b>	
	N/A			\$	
<b>Per diem:</b>	<b>Date</b>	<b>Meal</b>		<b>Amount</b>	
	**See PCard charges				\$
<b>P-Card transaction:</b>	<b>Date</b>	<b>Merchant Field/Description</b>		<b>Amount</b>	
	5/17/25	AMK Richmond Conv. Center/Meal *No receipt – process as per diem		\$26.11	
	5/17/25	AMK Richmond Conv. Center/Meal *No receipt – process as per diem		\$39.16	



	5/15/25	Richmond Marriott/Business entertaining: Relationship building dinner with event organizer Brian Mosier (see Marriott receipt)	\$101.26
	5/16/25	Richmond Marriott/Business entertaining: Dinner with Mike Millard, Maryland Co-op (see Marriott receipt)	\$96.72
<b>Reimbursement request:</b>	<b>Date</b>	<b>Description</b>	<b>Amount</b>
	5/15/25	Uber/Rideshare: RIC (airport) to Richmond Marriott (hotel)	\$28.08
	5/18/25	Uber/Rideshare: CMH-Residence	\$25.53
<b>Mileage reimbursement:</b>	<b>Type</b>	<input type="checkbox"/> Personal <input type="checkbox"/> OTP <input type="checkbox"/> Motor Pool <input type="checkbox"/> Rental	
	<b>From (miles)</b>	<b>To (miles)</b>	<b>Total (miles)</b>
<b>Work tags: (Same for all OTP)</b>	<ul style="list-style-type: none"> <li>• Cost Center: CC10433</li> <li>• Fund: FD113</li> <li>• Balance: BL1026</li> <li>• Gift: GF604921</li> <li>• Program: PG105298</li> <li>• Additional Worktags: FN114/AS109798</li> </ul>		
<b>Comments:</b>			

I agree that all information is correct and adheres to the OSU [expenditures policy 4.11](#) and [travel policy 2.11](#).

  
\_\_\_\_\_  
P-Card Holder Signature

6/2/25  
Date

RICHMOND MARRIOTT  
500 E. BROAD ST.  
RICHMOND, VA 23219  
(804) 643-3400

191408 REBEKAH

3

-----  
CHK 1700 TBL 52/1  
GST 2  
ROOM  
15 May '25 7:32 PM  
-----

2 MAYMONT MULE	26.00
1 CLAM CHOWDER SOUP	13.00
1 CHEESEBURGER	20.00
1 TUNA TARTARE	17.00
CHARGE TIP \$	\$15.00
ROOM/ACCT CHG	\$101.26
A049514R01827	
Subtotal:	\$76.00
	\$15.00
Tax:	\$10.26

Total: \$101.26

Change Due \$0.00

----- Check Closed -----

15 May '25 8:45 PM

DINERS: PORLAN MOSIER, GAFF N GO PODEO  
BUS PURPOSE: RELATION SHIP BUILDING  
EVENT ORGANIZER:  
GAFF N' GO PODEO

RICHMOND MARRIOTT  
500 E. BROAD ST.  
RICHMOND, VA 23219  
(804) 643-3400

191408 REBEKAH 2

-----  
CHK 1941 TBL 64/1  
GST 2  
ROOM  
16 May '25 7:43 PM  
-----

1 DRFT STONE IPA	8.00
1 FRENCH ONION SOUP	14.00
1 BURNT ENDS	18.00
2 WEDGE SALAD	32.00
CHARGE TIP \$	\$15.00
ROOM/ACCT CHG	\$96.72
A049514R01827	
Subtotal:	\$72.00
	\$15.00
Tax:	\$9.72
Total:	\$96.72
Change Due	\$0.00

----- Check Closed -----  
16 May '25 8:51 PM

 -P card

DINERS: MIKE MILARD, MARYLAND CO-OP  
BUS. PURPOSE: RELATIONSHIP BUILDING

**Hamilton, DiAnn**

---

**From:** Walter Carter <[REDACTED]@gmail.com>  
**Sent:** Sunday, May 18, 2025 1:26 PM  
**To:** Hamilton, DiAnn  
**Subject:** Fwd: Your Thursday evening trip with Uber

**This Message Is From an External Sender**

This message came from outside your organization.

[Report Suspicious](#)

----- Forwarded message -----

**From:** **Uber Receipts** <[noreply@uber.com](mailto:noreply@uber.com)>  
**Date:** Thu, May 15, 2025, 5:27 PM  
**Subject:** Your Thursday evening trip with Uber  
**To:** <[REDACTED]@gmail.com>

**Uber**

Total \$28.08  
May 15, 2025

Thanks for being an Uber  
One member, **Walter**

We hope you enjoyed your ride  
this evening.



# Total

# \$28.08

 You earned \$1.50 with Uber One

---

Trip fare	\$21.46
-----------	---------

---

Subtotal	\$21.46
----------	---------

Booking Fee 	\$4.58
---	--------

RIC Airport Surcharge	\$3.00
-----------------------	--------

Uber One Credits	-\$0.96
------------------	---------

[Download PDF](#)

This is not a payment receipt. It is a trip summary to acknowledge the completion of the trip. You will receive a trip receipt when the payment is processed with payment information.

## You rode with FEROUZ

4.92 ★ Rating

 Has passed a multi-step safety screen

[Rate or tip](#)

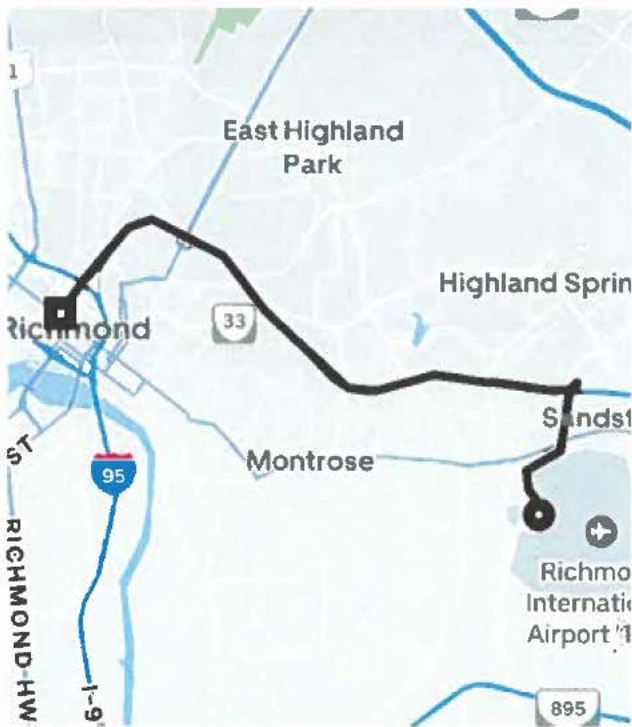
When you ride with Uber, your trips are insured in case of a covered accident.

[Learn more >](#)

Comfort 9.61 miles | 14 min

5:12 PM  
Main Terminal, Richmond  
International Airport (RIC),  
Henrico, VA 23250, US

5:26 PM  
[500 E Broad St, Richmond,  
VA 23219, US](#)



[Report lost item >](#)

[Contact support >](#)

[My trips >](#)

# Uber

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[Forgot password](#)

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[Terms](#)

Uber Technologies  
[1725 3rd Street,](#)  
[San Francisco,](#)  
[California](#)  
[94158](#)

**Hamilton, DiAnn**

---

**From:** Walter Carter <[REDACTED]@gmail.com>  
**Sent:** Sunday, May 18, 2025 1:26 PM  
**To:** Hamilton, DiAnn  
**Subject:** Fwd: Your Sunday afternoon trip with Uber

**This Message Is From an External Sender**

This message came from outside your organization.

Report Suspicious

----- Forwarded message -----

**From:** **Uber Receipts** <noreply@uber.com>  
**Date:** Sun, May 18, 2025, 12:38 PM  
**Subject:** Your Sunday afternoon trip with Uber  
**To:** <[REDACTED]@gmail.com>

**Uber**

Total \$25.53  
May 18, 2025

Thanks for being an Uber  
One member, Walter

We hope you enjoyed your ride  
this afternoon.



# Total

# \$25.53

 You earned \$1.18 with Uber One

---

Trip fare	\$19.95
-----------	---------


---

Subtotal	\$19.95
----------	---------

Uber One Credits	-\$1.50
------------------	---------

Booking Fee 	\$1.27
---	--------

CMH Airport Surcharge	\$4.00
-----------------------	--------

Sales Tax 	\$1.81
---	--------

[Download PDF](#)

This is not a payment receipt. It is a trip summary to acknowledge the completion of the trip. You will receive a trip receipt when the payment is processed with payment information.

## You rode with Jeff

4.96  Rating

 Has passed a multi-step safety screen

[Rate or tip](#)

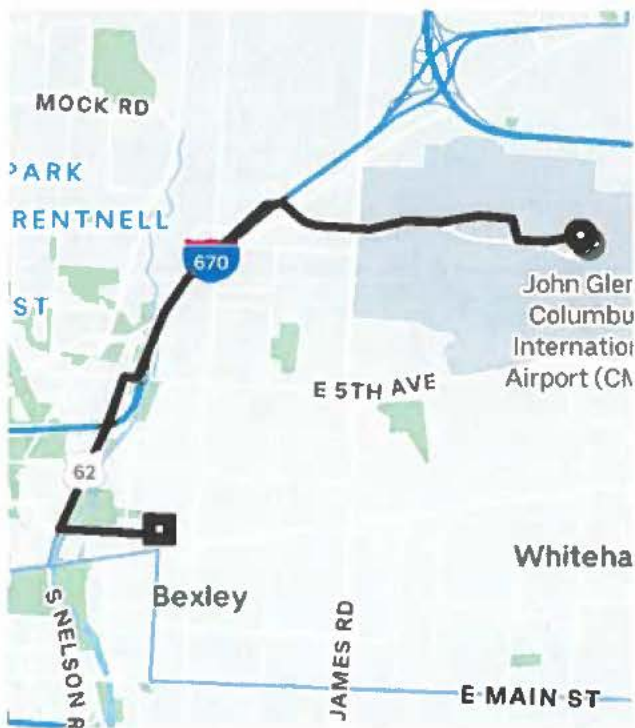
When you ride with Uber, your trips are insured in case of a covered accident.

[Learn more >](#)

Comfort 5.58 miles | 10 min

12:27 PM  
Main Terminal, John Glenn  
Columbus International  
Airport (CMH), Columbus,  
OH 43219, US

12:37 PM  
[80 N Drexel Ave, Columbus,](#)  
[OH 43209-1427, US](#)



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# Uber

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Uber Technologies

[1725 3rd Street,](#)

[San Francisco,](#)

[California](#)

[94158](#)



Expense Report	
Expense Report Number	ER-0000829263
Company	The Ohio State University
Report Date	06/03/2025
Start Date	05/15/2025
End Date	05/18/2025
Spend Authorization	SA-0000177421
Business Purpose	TRAVEL – Special Event

Pay To	
Name	Employee: Walter Carter (Terminated)
Email	carter.2194@osu.edu
Address	

Amounts	
Reimbursement Currency	USD
Reimbursement Amount	53.61
Cash Advance Applied Amount	0.00
Personal Amount	0.00
Company Paid Credit Card Amount	263.25
Expense Report Total Amount	316.86

Memo
Speaking engagement at Gaff n Go Rodeo Richmond, VA

Expense Report Lines					
Date	Expense Item	Extended Amount	Memo	Receipt Attached	Itemized
05/15/2025	Rideshare/Taxi	28.08USD	Uber from RIC airport to Richmond Hotel		
05/17/2025	Actual Meals (in lieu of per diem)	26.11USD	5/17 Meal at Gaff N Go Rodeo - no receipt available	Yes	
05/17/2025	Actual Meals (in lieu of per diem)	39.16USD	Meal on 5/17 at Gaff N Go Rodeo - no receipt available	Yes	
05/18/2025	Rideshare/Taxi	25.53USD	Uber from CMH to Residence		
05/18/2025	Business Meals or Food - External Attendees	197.98USD	5/15 Dinner w/ Brian Mosier (Gaff N Go Rodeo) 5/16 Dinner w/ Mike Milard (Maryland Co-Op)	Yes	Yes

Signature \_\_\_\_\_

Date \_\_\_\_\_



### Spend Authorization Report Guide

Updated September 1, 2024

<b>Name:</b>	Walter "Ted" Carter, Jr.				
<b>SA #:</b>					
<b>Date(s): (include time)</b>	<b>Depart</b>	<b>Return</b>			
	05/15/25 11:00am	05/18/25 12:00pm			
<b>Location(s): (City, State)</b>	Richmond, VA				
<b>Person(s) engaged:</b>					
<b>OSU employee(s) present:</b>					
<b>Purpose:</b>	Speaking engagement at Gaff n Go Rodeo				
<b>Airfare:</b>	<b>Airline</b>	<b>Flight #</b>	<b>Class</b>	<b>Route</b>	<b>Amount</b>
	Delta	1522 1214	First First	CMH-ATL ATL-RIC	\$1743.16 Roundtrip
	Delta	1402 1522	First First	RIC-ATL ATL-CMH	
<b>Registration:</b>	<b>Merchant Field</b>	<b>Amount</b>			
	N/A	\$			
<b>Lodging:</b>	<b>Merchant Field</b>	<b>Amount</b>			
	N/A – Rodeo paying for hotel	\$			
<b>Rental vehicle:</b>	<b>Merchant Field</b>	<b>Amount</b>			
	N/A	\$			
<b>Per diem:</b>	<b>Date</b>	<b>Meal</b>	<b>Amount</b>		
	5/15/25	Dinner	\$33.00		
	5/16/25	All meals	\$75.00		
	5/17/25	Breakfast & Lunch	\$42.00		
	5/18/25	Breakfast	\$20.00		



<b>P-Card transaction:</b>	<b>Date</b>	<b>Merchant Field/Description</b>	<b>Amount</b>		
	5/15/25	Rideshare/Uber:	238.00 total		
		5/15/25 Residence to CMH	\$22.00		
		5/15/25 RIC to Hotel	\$15.00		
		5/16/25 Hotel to Meadow Event Park (Event)	\$37.00		
		5/16/25 Event to Hotel	\$41.00		
		5/17/25 Hotel to Event	\$37.00		
		5/17/25 Event to Hotel	\$41.00		
		5/18/25 Hotel to RIC	\$25.00		
		5/18/25 CMH to Residence	\$20.00		
<b>Reimbursement request:</b>	<b>Date</b>	<b>Description</b>	<b>Amount</b>		
			\$		
<b>Mileage reimbursement:</b>	<b>Type</b>	<input type="checkbox"/> Personal	<input type="checkbox"/> OTP	<input type="checkbox"/> Motor Pool	<input type="checkbox"/> Rental
	<b>From (miles)</b>	<b>To (miles)</b>		<b>Total (miles)</b>	
<b>Work tags: (Same for all OTP)</b>	<ul style="list-style-type: none"> <li>• Cost Center: CC10433</li> <li>• Fund: FD113</li> <li>• Balance: BL1026</li> <li>• Gift: GF604921</li> <li>• Program: PG105298</li> <li>• Additional Worktags: FN114/AS109798</li> </ul>				
<b>Comments:</b>					

I agree that all information is correct and adheres to the OSU [expenditures policy 4.11](#) and [travel policy 2.11](#). I will not travel or make any purchases until this travel preapproval request is approved.

  
\_\_\_\_\_  
P-Card Holder Signature

  
\_\_\_\_\_  
Date

5/15/25-5/18/25

Richmond, VA

Speaking engagement at Gaff n Go Rodeo

**Tentative Agenda:**

Thursday, May 15

- TBDpm Flight from Columbus to Richmond
- TBDpm Uber to hotel
- TBDpm Hotel Check In Marriott Downtown Richmond

Friday, May 16

- TBDam Uber to Meadow Event Park - Farm Bureau Center (30 mins)
- TBDam Opening Ceremony (Army drone team flying nation's flag)
- TBDpm (Mid-afternoon) Drone Competition
- TBDpm (Evening) Charity Benefit Concert
- TBDpm Uber to hotel (30 mins)

Saturday, May 17 (Armed Forces Day)

- TBDam Uber to Meadow Event Park - Farm Bureau Center (30 mins)
- TBD Lineman GAFF-n-GO Rodeo Competition appearance
- TBDpm Uber to hotel (30 mins)
- 5:45pm Walk to Greater Richmond Convention Center (7 mins sky bridge)
- 6:00pm Prep for speaking role
- 7:00pm 2025 Awards Banquet (Speaking 15 mins – advanced review N/A)
- TBDpm Banquet dinner w/Rodeo, CSuite leadership & Krisanthe
- 9:00pm Walk to hotel (7 mins sky bridge)

Sunday, May 18

- TBD Uber to airport
- TBD Flight from Richmond to Columbus

# Flights: \$1743.16 roundtrip

Re: New Quote: 5/15/25-5/18/25 CMH-RIC



vip@ctptravelservices.com

To: Hamilton, DiAnn  
Cc: Hamilton, DiAnn

If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

## Flight Option 1

Thu May 15 - Sun May 18

### CMH Columbus Oh - ATL Atlanta

Delta Air Lines Inc DL 1522

CMH - Columbus Oh  
May 15 12:35 PM

ATL - Atlanta  
May 15 2:12 PM

First: 1h 37min - 448 Miles

Seats: N/A Aircraft: Boeing 737-900 Jet Meal: N/A Baggage: 2 piece(s) Est. emission: 101.20kg CO<sub>2</sub>

1h 5m layover - Atlanta

### ATL Atlanta - RIC Richmond

Delta Air Lines Inc DL 1214

ATL - Atlanta  
May 15 3:17 PM

RIC - Richmond  
May 15 4:50 PM

First: 1h 33min - 481 Miles

Seats: N/A Aircraft: Boeing 737-900 Jet Meal: N/A Baggage: 2 piece(s) Est. emission: 104.75kg CO<sub>2</sub>

### RIC Richmond - ATL Atlanta

Delta Air Lines Inc DL 1402

RIC - Richmond  
May 18 7:00 AM

ATL - Atlanta  
May 18 8:48 AM

First: 1h 48min - 481 Miles

Seats: N/A Aircraft: Boeing 757 Jet Meal: N/A Baggage: 2 piece(s) Est. emission: 136.68kg CO<sub>2</sub>

1h 0m layover - Atlanta

### ATL Atlanta - CMH Columbus Oh

Delta Air Lines Inc DL 1522

ATL - Atlanta  
May 18 9:57 AM

CMH - Columbus Oh  
May 18 11:30 AM

First: 1h 33min - 446 Miles

Seats: N/A Aircraft: Boeing 737-900 Jet Meal: N/A Baggage: 2 piece(s) Est. emission: 100.35kg CO<sub>2</sub>

Adult

Base Fare  
1575.03

Taxes/Fees  
168.13

Per Passenger  
1743.16

1  
4

**Per Diem Estimate: \$170.00**

5/15/25: Dinner \$33.00

5/16/25: All meals \$75.00

5/17/25: Breakfast and lunch \$42.00

5/18/25: Breakfast \$20.00

**FY 2025 per diem rates for Richmond, Virginia**

Change fiscal year: 2025 | 2024 | 2023 | [View History](#)

**Daily lodging rates (excluding taxes) | October 2024 - September 2025**

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the [City and County ID](#).

Primary destination	County ID	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Richmond	City of Richmond	\$157	\$157	\$157	\$157	\$157	\$157	\$157	\$157	\$157	\$157	\$157	\$157

Showing 1 to 1 of 1 entries

**Meals and incidental expenses (M&IE) rates and breakdown**

The M&IE total is the full daily amount for a single standard day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See [M&IE breakdown](#) for information related to the individual meal amounts.

Primary destination	County ID	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and last day of travel
Richmond	City of Richmond	\$80	\$28	\$27	\$25	\$5	\$60.00

Showing 1 to 1 of 1 entries

**Ground transportation Estimate: \$253.00**

Rideshare/Ubbers:

Rodeo Event Venue

Meadow Event Park - Farm Bureau Center

13191 Dawn Blvd, Doswell, VA 23047 - All Rodeo events are held here except the banquet

Hotel

Marriott Downtown Richmond (Location of Awards Banquet Saturday night) 26 miles to Meadow Event Park

500 East Broad St., Richmond VA 23219

## 5/15/25 Residence to CMH \$22.00

**Uber** Home Shared Cabs Driver All

**Get a ride**

- 8011 Grand Ave
- John Glenn Columbus International
- Pickup now
- For me
- Always?
- Search by address name

**Choose a ride**

Ride Type	From	To	Price
UberX	From 8011 Grand Ave	To John Glenn Columbus Int'l Airport	\$22.95
Comfort	From 8011 Grand Ave	To John Glenn Columbus Int'l Airport	\$28.42
UberXL	From 8011 Grand Ave	To John Glenn Columbus Int'l Airport	\$33.14
UberXL	From 8011 Grand Ave	To John Glenn Columbus Int'l Airport	\$36.05

**Map:** Shows route from 8011 Grand Ave to John Glenn Columbus Int'l Airport.

## 5/15/25 RIC to Hotel \$15.00

**Uber** Home Shared Cabs Driver All

**Get a ride**

- Richmond International Airport (RIC)
- Richmond Marriott
- Pickup now
- For me

**Choose a ride**

Ride Type	From	To	Price
UberX	From Richmond International Airport (RIC)	To Richmond Marriott	\$14.95
Comfort	From Richmond International Airport (RIC)	To Richmond Marriott	\$18.57
UberXL	From Richmond International Airport (RIC)	To Richmond Marriott	\$22.57
UberXL	From Richmond International Airport (RIC)	To Richmond Marriott	\$25.21

**Map:** Shows route from Richmond International Airport (RIC) to Richmond Marriott.

## 5/16/25 Hotel to Meadow Event Park (Event) \$37.00

**Uber** Home Shared Cabs Driver All

**Get a ride**

- Richmond Marriott
- 33291 Meadow Blvd
- Pickup now
- For me

**Choose a ride**

Ride Type	From	To	Price
UberX	From Richmond Marriott	To 33291 Meadow Blvd	\$36.97
Comfort	From Richmond Marriott	To 33291 Meadow Blvd	\$40.21
UberXL	From Richmond Marriott	To 33291 Meadow Blvd	\$54.80
UberXL	From Richmond Marriott	To 33291 Meadow Blvd	\$64.00
Pet	From Richmond Marriott	To 33291 Meadow Blvd	\$40.68
WAV	Personal	To 33291 Meadow Blvd	Requires user

**Map:** Shows route from Richmond Marriott to 33291 Meadow Blvd.

### 5/16/25 Event to Hotel \$41.00

The screenshot shows the Uber app interface for a ride from 'Event' to 'Hotel'. The 'Choose a ride' section lists the following options:

Ride Type	Price
UberX	\$40.92
Comfort	\$57.73
UberXL	\$83.94
UberXXL	\$99.63
Uber Pet	\$44.92
Black	\$177.06

The map on the right shows the route from the event location to the hotel location.

### 5/17/25 Hotel to Event \$37.00

The screenshot shows the Uber app interface for a ride from 'Hotel' to 'Event'. The 'Choose a ride' section lists the following options:

Ride Type	Price
UberX	\$36.97
Comfort	\$40.21
UberXL	\$54.80
UberXXL	\$64.00
Pet	\$40.68
WAV	\$177.06

The map on the right shows the route from the hotel location to the event location.

### 5/17/25 Event to Hotel \$41.00

The screenshot shows the Uber app interface for a ride from 'Event' to 'Hotel'. The 'Choose a ride' section lists the following options:

Ride Type	Price
UberX	\$40.92
Comfort	\$57.73
UberXL	\$83.94
UberXXL	\$99.63
Uber Pet	\$44.92
Black	\$177.06

The map on the right shows the route from the event location to the hotel location.

# 5/18/25 Hotel to RIC \$25.00

The screenshot shows the Uber app interface for a ride from Richmond Marriott to RIC. The 'Choose a ride' section lists three options:

Ride Type	Price
UberX 4+ (9 mins away, 1:09 PM)	\$24.98
Comfort 4+ (9 mins away, 1:08 PM)	\$28.91
UberXL 4+ (7 mins away, 1:08 PM)	\$38.57

The map on the right shows the route from Richmond Marriott to RIC, with a distance of approximately 1.5 miles.

# 5/18/25 CMH to Residence - 20.00

The screenshot shows the Uber app interface for a ride from John Glenn Columbus International to Residence. The 'Choose a ride' section lists four options:

Ride Type	Price
UberX 4+ (4 mins away, 1:48 PM)	\$18.99
Comfort 4+ (4 mins away, 1:48 PM)	\$27.40
UberXL 4+ (3 mins away, 1:48 PM)	\$30.83
UberXXL 4+ (3 mins away, 1:48 PM)	\$35.23

The map on the right shows the route from John Glenn Columbus International to Residence, with a distance of approximately 10 miles.