



Expense Report	
Expense Report Number	ER-0000887300
Company	The Ohio State University
Report Date	09/16/2025
Start Date	09/02/2025
End Date	09/11/2025
Spend Authorization	SA-0000197689
Business Purpose	TRAVEL - Meeting

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

Amounts	
Reimbursement Currency	USD
Reimbursement Amount	539.97
Cash Advance Applied Amount	0.00
Personal Amount	0.00
Company Paid Credit Card Amount	162.49
Expense Report Total Amount	702.46

Memo
9/28-9/30/25 Orlando Travel

Expense Report Lines					
Date	Expense Item	Extended Amount	Memo	Receipt Attached	Itemized
09/02/2025	Airfare	539.97USD	Booked flight using personal points	Yes	Yes
09/11/2025	Rental Vehicle	162.49USD	Avis - Pre-paid rental car		

Signature \_\_\_\_\_

Date \_\_\_\_\_



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**RE: ER-0000887300 - Pres. Carter Airfare Reimbursement**

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**From** Bechtold, Hannah <bechtold.25@osu.edu>

**Date** Mon 9/29/2025 11:06 AM

**To** Lieser, Jason <lieser.11@osu.edu>

**Cc** Rokicki, Rachel <rokicki.6@osu.edu>; Blackburn, JR <blackburn.23@osu.edu>; Eveland, Jessica <eveland.9@osu.edu>

 2 attachments (2 MB)

SA-0000197689 OTP Spend Authorization for President Carter ONLY - 20250928-0930.pdf; ER\_signed.pdf;

Hi Jason,

The attached approved spend authorization and submitted expense report include the documentation of the amount of points used and the cost of the flight at the time of booking. These are attached in Workday. Please let me know if you are looking for something else.

The president asked his wife to book a flight for him to Orlando for 9/28-9/30 in early September. The trip was originally going to be personal, but turned to business. The flight was booked using their personal flight points. They have requested reimbursement due to the business nature. Their preference was to not cancel and rebook using Anthony Travel with us per standard protocol out of fear of losing the seats booked given the time it takes to book using university protocol.

I am including Rachel, JR, and Jessie for their awareness on the processing of this expense report. For awareness, I did reach out to check policy on this before we even submitted the spend authorization with this request. The documentation received to green light us moving forward can also be found in the attachments.

Thanks,  
Hannah



**Hannah Bechtold, SHRM-SCP, M. Ed.**

Senior Director, Administration & Operations

Office of the President

University Square South, 15 E 15<sup>th</sup> Avenue, Columbus, OH 43201

[bechtold.25@osu.edu](mailto:bechtold.25@osu.edu) / [osu.edu](https://osu.edu)

Personal pronouns: she/her/hers

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**From:** Lieser, Jason <lieser.11@osu.edu>

**Sent:** Monday, September 29, 2025 10:49 AM

**To:** Bechtold, Hannah <bechtold.25@osu.edu>

**Subject:** ER-0000887300 - Pres. Carter Airfare Reimbursement



### Travel and Entertainment Report Guide

Updated April 25, 2025

<b>Name:</b>	Walter "Ted" Carter, Jr.				
<b>SA #:</b>	SA-0000197689				
<b>Date(s): (include time)</b>	<b>Depart</b>	<b>Return</b>			
	9/28/25 10:00AM	9/30/25 12:00PM			
<b>Location(s): (City, State)</b>	Orlando, FL				
<b>Person(s) engaged:</b>	University of Central Florida President Alexander Cartwright, Disney Executive Team, Disney Experiences Senior Manager of Communication Cappy Surette				
<b>OSU employee(s) present:</b>	N/A				
<b>Purpose:</b>	Veterans and executive engagements scheduled by President Carter				
<b>Airfare:</b>	<b>Airline</b>	<b>Flight #</b>	<b>Class</b>	<b>Route</b>	<b>Amount</b>
	N/A				
<b>Registration:</b>	<b>Merchant Field</b>			<b>Amount</b>	
	N/A			\$	
<b>Lodging:</b>	<b>Merchant Field</b>			<b>Amount</b>	
	See reimbursement request section			\$	
<b>Rental vehicle:</b>	<b>Merchant Field</b>			<b>Amount</b>	
	Avis			\$162.49	
<b>Per diem:</b>	<b>Date</b>	<b>Meal</b>		<b>Amount</b>	
	N/A				
<b>P-Card transaction:</b>	<b>Date</b>	<b>Merchant Field/Description</b>		<b>Amount</b>	
	N/A				
<b>Reimbursement request:</b>	<b>Date</b>	<b>Description</b>		<b>Amount</b>	
	9/2/25	9/28/25 BWI-MCO 12:00-2:25PM Southwest 6430 (personally booked using points)		\$264.49	



		9/30/25 MCO-CMH 9:00-11:15AM Southwest 1565 (personally booked using points)	\$275.48
Mileage reimbursement:	Type	<input type="checkbox"/> Personal <input type="checkbox"/> OTP <input type="checkbox"/> Motor Pool <input type="checkbox"/> Rental	
	From (miles)	To (miles)	Total (miles)
	N/A		
Work tags: (Same for all OTP)	<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>		
Comments:	<ul style="list-style-type: none"> <li>- Prepaid rental car. Decision made to rent a car instead of using Uber/rideshare for this trip.</li> <li>- Please do not mark as last expense report.</li> </ul>		

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

9/16/25

Date

# RESERVATION CONFIRMATION # 42865584US6



**Pick-Up**

Orlando Intl Airport, MCO  
**Sun, Sep 28, 2:30 PM**

**Return**

Orlando Intl Airport, MCO  
**Tue, Sep 30, 9:00 AM**

## YOUR CAR

**Full-Size**

Toyota Camry or similar  
 Automatic Transmission



Estimated Total (USD) **\$162.49**

Amount Prepaid (USD) **162.49**

<b>Base Rate</b>	<b>\$115.88</b>
for 1 day(s) 18 hour(s) AWD savings applied	
<b>Mileage</b>	<b>Unlimited</b>
<b>Rental Options</b>	<b>\$0.00</b>
<b>Equipment &amp; Services</b>	<b>\$0.00</b>
<b>Protections &amp; Coverages</b>	<b>\$0.00</b>
<b>Discount Codes</b>	
Coupon: NA	
AWD: B723745	
Rate Code: 2A	
<b>Taxes &amp; Fees</b>	<b>\$46.61</b>
Concession Recovery Fee (10%)	11.87
Customer Facility Fee-9.00/day	18.00
Energy Recovery Fee-0.60/day	1.20
Florida Surcharge-2.00/day	4.00
Vehicle License Fee-0.80/day	1.60
Waste Tire/Battery Fee-0.01/day	0.02
<b>Total Tax</b>	<b>9.92</b>

**Rate Terms & Conditions**

These rate terms apply for this specific rental.

If for any reason you change your rental parameters (pick up dates, times, etc.), those changes must follow these terms or your rate will also change.

If you need to cancel 24 hours prior to the scheduled pick-up time, we will refund the full prepaid amount less a 50.00 USD processing fee.

When prepaying please be aware that, if you return the vehicle before the originally booked return date,

no portion of the payment will be refunded.

If you need to cancel during the 24 hour period prior to the scheduled pick-up time, we will refund the full prepaid amount less a 150.00 USD processing fee.

If you do not cancel the reservation prior to the time of pick-up and the rental vehicle is not picked up on the rental date, no portion of the prepaid amount will be refunded.

Your rate was calculated based on the information provided. Some modifications may change this rate.

4 day(s) 2 hours maximum rental allowed.

### YOUR TIME & PLACE

#### Pick-Up

Orlando Intl Airport, MCO  
Sunday, Sep 28, 2025, 2:30 PM  
Phone: (1) 407-825-3700

Hours of Operation: Sun - Sat open 24 hrs

[View Location & Shuttle Information](#)

#### Return

Orlando Intl Airport, MCO  
Tuesday, Sep 30, 2025, 9:00 AM  
Phone: (1) 407-825-3700

Hours of Operation: Sun - Sat open 24 hrs

[View Location & Shuttle Information](#)

### RATE & BENEFIT INFORMATION

AWD: B723745

Rental Type: Lowest

Rate Code: 2A

Wizard Number: [REDACTED]

Coupon Code: N/A

Earn Points: Eligible

### RENTAL OPTIONS

Equipment & Services  
None

#### Protections & Coverages

Cover The Car (LDW)

Declined

Cover Myself (PAI)

Declined

Cover My Belongings (PEP)

Declined

Cover My Liability (ALI)

Declined

### YOUR INFORMATION

WALTER C\*\*\*\*R

Email: [REDACTED]

**Card Type:** Visa

**Flight Information:** Southwest Airlines/ 6430

**Card Number:** [REDACTED]

**Phone:** [REDACTED]

**Cost Control:** NA

### Additional Information

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Reservation & Avis.com Assistance

1-800-230-4898  
24 hours 7 days a week

Wizard Number / Avis Preferred  
Profile Updates

1-866-842-5552  
Monday - Friday 8am-5pm EST



# Thanks for flying with us!

## Trip summary

### ✈ Flight

CONFIRMATION #  
**A4ZFD9**

SEP 28  
**BWI ✈ MCO**

FLIGHT TOTAL  
**\$264.49**

## 9/28 - Orlando

SEP 28  
**Baltimore/Washington, MD to Orlando, FL**

Confirmation # A4ZFD9

PASSENGERS	EST. POINTS	FLIGHT	EXTRAS	FARE/SEATS
<b>Walter Edward Carter</b> Rapid Rewards® Acct # [REDACTED] Known Traveler # [REDACTED]	+3,246 <sup>PTs</sup>	BWI ✈ MCO	—	<u>Choice Extra</u> Open seating

**Departing** 9/28/25 Sunday Choice Extra (Passenger x1) \$231.80



DEPARTS **12:00 PM**

**BWI**  
Baltimore/Washington, MD - BWI

FLIGHT  
**6430** ✈ + 📶  
SCHEDULED AIRCRAFT  
Boeing 737 MAX8  
*Subject to change*

*Nonsstop*



# Thanks for flying with us!

## Trip summary

Flight

CONFIRMATION #  
**A546RG**

SEP 30  
**MCO** **CMH**

FLIGHT TOTAL  
**\$275.48**

## 9/30 - Columbus

SEP 30  
**Orlando, FL to Columbus, OH**

Confirmation # A546RG

PASSENGERS	EST. POINTS	FLIGHT	EXTRAS	FARE/SEATS
Walter Edward Carter Rapid Rewards® Acct # [REDACTED] Known Traveler # [REDACTED]	+3,389 PTS	MCO  CMH	--	<u>Choice Extra</u> Open seating

**Departing** 9/30/25 Tuesday

Choice Extra (Passenger x1) **\$242.03**



DEPARTS **9:00 AM**

**MCO**  
Orlando, FL - MCO

FLIGHT  
**1565**   
SCHEDULED AIRCRAFT  
Boeing 737-700  
Subject to change

Nonstop

✓ **Can I pay for business airfare with airline credits, points, vouchers, or gift cards and be reimbursed?**

As required by the **Travel Policy**, all business travel airfare should be booked through the **university's contracted travel agency**.

**Airline or VISA/MC Gift Cards (either purchased or gifted)** should **NOT** be used to purchase business airfare. Reimbursement will be permitted with a one-time exception and tracked by the unit to prohibit future reimbursement.

**Airfare Points/Miles/Rewards (either purchased or earned)**. Personal points/miles/rewards can be used to purchase business airfare. Business points/miles/rewards must be used to purchase business airfare. No reimbursement is permitted for any points/miles/rewards that are applied to business airfare purchases.

**Airline Compensation Voucher (either gifted or earned incentive from airline to voluntary recipient with oversold flights)** must **NOT** BE used to purchase business airfare. No reimbursement is permitted for airline compensation vouchers that are applied to business airfare purchases.

**Personal Unused Credit Voucher (earned from voluntary or involuntary cancellation of a personal flight)** can be used to purchase business airfare. Reimbursement is permitted (with receipt documentation) up to the cost of the new business airfare only. No residual loss can be reimbursed for applying personally earned unused credit value to business airfare of lesser cost. No reimbursement permitted for change/service fees for use of personally earned unused credit.

**Business Unused Credit Voucher (earned from voluntary or involuntary cancellation of a business flight)** should be used to purchase new business airfare. If original flight purchased with university's credit card, no reimbursement is permitted. If original flight purchased with personal credit card, unit must verify approval for purchase (either T# or SA#) – if approved, verify any previous reimbursement to avoid duplicate payment.



Expense Report	
Expense Report Number	ER-0000900549
Company	The Ohio State University
Report Date	10/07/2025
Start Date	09/30/2025
End Date	09/30/2025
Spend Authorization	SA-0000197689
Business Purpose	TRAVEL - Meeting

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	636.46
Expense Report Total Amount	636.46

Memo
9/28-9/30/25 Orlando Travel

Expense Report Lines					
Date	Expense Item	Extended Amount	Memo	Receipt Attached	Itemized
09/30/2025	Rental Vehicle	77.97USD	Avis receipt		
09/30/2025	Lodging	558.49USD	Brownwood Charges		Yes

Signature \_\_\_\_\_

Date \_\_\_\_\_



## Travel and Entertainment Report Guide

Updated April 25, 2025

<b>Name:</b>	Walter "Ted" Carter, Jr.				
<b>SA #:</b>	SA-0000197689				
<b>Date(s):</b> (include time)	<b>Depart</b>	<b>Return</b>			
	9/28/25 10:00AM	9/30/25 12:00PM			
<b>Location(s):</b> (City, State)	Orlando, FL				
<b>Person(s) engaged:</b>	University of Central Florida President Alexander Cartwright, Disney Executive Team, Disney Experiences Senior Manager of Communication Cappy Surette				
<b>OSU employee(s) present:</b>	N/A				
<b>Purpose:</b>	Veterans and executive engagements scheduled by President Carter				
<b>Airfare:</b>	<b>Airline</b>	<b>Flight #</b>	<b>Class</b>	<b>Route</b>	<b>Amount</b>
	N/A				
<b>Registration:</b>	<b>Merchant Field</b>				<b>Amount</b>
	N/A				\$
<b>Lodging:</b>	<b>Merchant Field</b>				<b>Amount</b>
	Brownwood Hotel & Spa (9/28-30)				\$558.49 Total \$185.76 personal meal/beverage in lieu of \$117 allowable per diem (President will write a check for \$68.76 to OSU) \$297.46 lodging & tax \$75.27 business meal with Cappy Surette (RE: relationship building with Disney executives) as miscellaneous – meals/drinks
<b>Rental vehicle:</b>	<b>Merchant Field</b>				<b>Amount</b>
	Avis				\$77.97
<b>Per diem:</b>	<b>Date</b>	<b>Meal</b>	<b>Amount</b>		
	See lodging section				



P-Card transaction:	Date	Merchant Field/Description	Amount
	See lodging section		
Reimbursement request:	Date	Description	Amount
	N/A		
Mileage reimbursement:	Type	<input type="checkbox"/> Personal <input type="checkbox"/> OTP <input type="checkbox"/> Motor Pool <input type="checkbox"/> Rental	
	From (miles)	To (miles)	Total (miles)
	N/A		
Work tags: (Same for all OTP)	<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>		
Comments:	<ul style="list-style-type: none"> <li>- Additional rental car charges after prepaid. Decision made to rent a car instead of using Uber/rideshare for this trip.</li> <li>- No Uber/Rideshare receipts for this trip.</li> <li>- No other receipts for this trip.</li> </ul>		

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

W. E. Carter  
P-Card Holder Signature

10/7/25  
Date





THE BROWNWOOD  
*Hotel & Spa*

Walter Carter  
15 E 15Th Ave  
Columbus 43201  
United States  
Company Name:  
Group Name:

Room No. : 507  
Arrival : 09/28/25  
Departure : 09/30/25  
Folio No. : 98808  
Invoice No. :  
Cashier No. : 65  
Confirmation : 589340646

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Balance 0.00

Guest Signature \_\_\_\_\_

Page No. 2 of 2



We are proud to feature a 100% smoke-free fleet!

RENTAL AGREEMENT NUMBER: 431051121

RECEIPT

**Your Information**

Customer Name: WALTER CARTER  
 Wizard Number: ██████████  
 Avis Worldwide Discount: UNION PLUS GOOGLE  
 Customer Status: PREFERRED/POINTS  
 Method of Payment: VISA ██████████  
 AUTH: 024794

**Your Vehicle Information**

Vehicle Number: 59079440  
 Vehicle Group Rented: Full-Size  
 Vehicle Group Charged: Full-Size  
 Vehicle Description: WHI TOYOTA CAMRY HYBRID  
 License Plate Number: FL63BTHR  
 Odometer Out: 7  
 Odometer In: 191  
 Total Driven: 184  
 Fuel Reading: Out 8/8| In4/8

**Your Rental**

Pickup Date/Time: SEP 28, 2025@2:51PM  
 Pickup Location: 1 JEFF FUQUA BLVD  
 ORLANDO INTERNATIONAL AIRPORT  
 ORLANDO, FL, 32827, US  
 407-825-3700

Return Date/Time: SEP 30, 2025@7:14AM  
 Return Location: 1 JEFF FUQUA BLVD  
 ORLANDO INTERNATIONAL AIRPORT  
 ORLANDO, FL, 32827, US  
 407-825-3700

**Additional fees may apply if changes are made to your return date, time and/or location.**

**Your Vehicle Charges (MIN 1 DAY IF NOT MET DLY RT = 60.99 / MAX 108 HRS)**

Rate Chart:	Free Miles:	Time and Mileage:	
Miles: UNLIMITED		Your Discount:	
Hourly: 20.34		Period @ 121.98 =	121.98
Ad'l day: 60.99		Less 5.00% Discount =	(-)8.10
Period: 121.98			
		<b>Time and Mileage:</b>	<b>115.88</b>

**Your Optional Products/Services**

1 TOL 13.49/DY 67.45/WK MX 269.80

**Optional Services Total:** 26.98

**Your Taxable Fees**

10.00% Concession Recovery Fee	18.53
GAS SVC OPTION	39.57
CUSTOMER FACILITY CHG 9.00/D	18.00
ENERGY RECOVERY FEE 0.60/DY	1.20
STATE SURCHARGE 2.00/DY	4.00
TIRE BATTERY FEE 0.01/DY	.02
VEH LICENSE RECOUP 0.80/DY	1.60
Optional Services Total Taxable:	26.98

**Sub-total-Charges:** 225.78  
 TAX 6.500% 14.68

**Your Non-Taxable Products/Services**

**Your Total Charges:** 240.46  
**Prepay: Voucher** (-)162.49

**Net Charges:** USD 77.97  
**Your Total Due:** 0.00

Thank you for renting with Avis.  
 For all other inquiries, please contact us at 1-800-352-7900 or www.Avis.com.

At Avis, we are committed to providing you with the best rental experience in the industry. We are in the business of treating people like people.  
THANK YOU FOR BEING A LOYAL AVIS CUSTOMER. PLEASE VISIT AVIS.COM FOR YOUR MOST RECENT POINT BALANCE. PLEASE ALLOW 72 HOURS FOR POINTS EARNINGS TO POST TO YOUR ACCOUNT.

Your vehicle was rented to you by CHARLEEN.

Your vehicle was checked in by 51434.