



THE OHIO STATE UNIVERSITY
DEPARTMENT OF ATHLETICS
INDIVIDUAL TRAVEL REQUEST & REIMBURSEMENT FORM

AT1304548

Travel Number: _____

Date Issued: _____

Entered by: _____

Pre Trip Request Section: All information is required. This section must be completed and approved by the appropriate associate athletic director or department fiscal officer prior to the date of departure in keeping with Ohio State Travel policies.

Traveler Name: <u>Zach Smith</u>		Phone Number: <u>614/292-2531</u>
Department / Sport: <u>Football</u>		Employee ID Number: <u>[REDACTED]</u>
Affiliation: <input checked="" type="checkbox"/> Faculty / Staff	Non Employee <input type="checkbox"/> SS# _____	(required for non osu employees only)
(check one) <input type="checkbox"/> Student	Org Number and Department area to be Charged: _____	54143-163000-63412
Departure City and State: <u>Columbus, OH</u>		Destination City & State: <u>Florida</u>
Departure Date and time: <u>5/6/14 5:25pm</u>		Return date & time: <u>5/9/14 7:15pm</u>
Purpose of Trip: <u>Recruiting</u>		<u>5/12/14 6:30am</u>
		<u>5/13/14 9:15pm</u>
		<u>5/14/14 6:30am</u>
		<u>5/15/14 12:50pm</u>
Total Estimated Cost of the Trip - ALL estimated expenses must be listed here:		
Transportation: \$	<u>800</u>	Registration Fees: \$ <u>0</u>
Meals \$	<u>150</u>	Other \$ <u>150</u>
Lodging: \$	<u>500</u>	Total Estimated Cost \$ <u>1600</u>

Pre Trip Authorization

Traveler Signature: [Signature]
Assoc Athletic Dir(Printed name): _____
Assoc Athletic Dir. Signature: _____

Date: 5/4/14

Date: _____

Date: _____

POST TRIP EXPENSE REPORT MUST BE COMPLETED FOR ALL TRAVEL

REGARDLESS OF WHETHER REIMBURSEMENT IS REQUESTED

1. Upon returning to campus, complete all information below and attach appropriate original itemized receipts
2. Completed reimbursement forms must be returned to the business office within 90 days of travel to be eligible for reimbursement
3. Exceptions to any OSU Travel Policy require the signature of the Athletic Director. Complete OSU Travel policies are available at: www.busops.ohio-state.edu/travel, Athletic Department Travel policy and procedures is available on our intranet site.

Post Trip Expense Report

		Reimbursement Amount	Direct Bill Amount
Transportation:			
Airline Name: <u>Southwest</u>	\$ <u>441.00</u>	<input checked="" type="checkbox"/>	
Rental Car Agency: <u>NATIONAL</u>	\$ <u>267.78</u>	<input checked="" type="checkbox"/>	
Mileage: _____ whole miles at: <u>.50</u> per mile = \$ <u>0</u>			Not Applicable
(\$ 31 courtesy car, \$ 50 personal vehicle)			
Lodging: (attach itemized hotel receipts)			
Date(s): <u>5/6/14</u>	Hotel Name(s), Location and Dates: <u>Marriott, Hollywood, FL</u>	\$ <u>150.95</u>	<input checked="" type="checkbox"/>
<u>5/7/14</u>	" "	\$ <u>317.90</u>	<input checked="" type="checkbox"/>
<u>5/12</u>	<u>JW Marriott, Miami</u>	\$ <u>191.94</u>	<input checked="" type="checkbox"/>
<u>5/14</u>	<u>Renaissance, FL</u>	\$ <u>119.85</u>	<input checked="" type="checkbox"/>

Meals:

Attach itemized receipts for all business meals. Include the names and affiliation of those persons on the receipt and the business purpose of the meal if it includes more than the individual traveler. For per diem, description should indicate daily rate for the city or which meals it is covering if for less than a full day per diem.

Date:

Description: indicate city and restaurant or per-diem. For per-diem, include daily rate for the city and check which meals are being reimbursed (Breakfast, Lunch, Dinner)

		B	L	D			
5/6	FLORIDA			✓	\$ 0	23 ⁰⁰	\$
5/7	"	✓	✓	✓	\$ 0	46	\$
5/8	"	✓	✓	✓	\$ 0	46	\$
5/9	"	✓	✓	✓	\$ 0	46	\$
5/12	"	✓	✓	✓	\$ 0	46	\$
5/13	"	✓	✓	✓	\$ 0	46	\$
5/14	"	✓	✓	✓	\$ 0	46	\$
5/15	"	✓	✓		\$	23	\$

Other Expenses: (taxi, shuttle, gasoline, other miscellaneous expenses).

Attach all original receipts

Date:	Location (city/state)	Description	Reimbursement Amount	Direct Bill Amount
5/13	FL	petrol	\$ 61.73	\$
5/15	"	"	\$ 28.60	\$
5/15	"	airport parking	\$ 40.00	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$

Reimbursement Amount

Direct Bill Amount

Total all expenses above: \$ 01941.75 \$ 0

Frequent Flyer Mileage, Rental Car, Hotel and Credit Card Bonus Programs. The Ohio Ethics Commission issued Advisory Opinion No. 91-010 prohibiting the personal use of frequent flier credits and car rental, hotel, and credit card bonus credits, by state officials and employees when the credits have been accrued during official state business. This Opinion is applicable to all university employees. You can accrue frequent flyer credits and hotel, rental car, or credit card bonus credits for your program but not for your personal use.

Authorization:

I certify that the costs submitted for reimbursement are actual and reasonable, incurred for the stated purpose(s) in accordance with OSU, NCAA, Big 10, and Athletic Department policy.

Signature of authorizing Associate Athletic Director or designated fiscal authority is required for all expense reimbursements.

Signature

[Signature]

Date

Signature

[Signature]

Date 5/27/14

Exception Request

Any exceptions to the University travel policies must be detailed and authorized by the director of athletics.

An exception to an OSU Travel or Expenditure policy is requested for the following reason:

- ☐ Reimbursement was not requested within 90 days of the trip
- ☐ A pre-trip travel form was not submitted and approved prior to departure
- ☐ Total cost of the trip exceeds pre-approved amount by greater than 20%
- ☐ Other: _____

Business Office Use:

Date Logged:

Initials:

Athletic Director Signature:

Date



[Printable Version](#)

UNIGLOBE Travel Designers

UNIGLOBE Travel Designers
480 South Third Street
First Floor
Columbus OH 43215
Phone: 614 237-4488
Fax: 614 237-4516

crawford.802@osu.edu

Passenger(s):	Smith/Zachary Earle Ref: MENS FOOTBALL	Booking Ref.:	5MW93V
Invoice No.:	340926	Agent:	Dana Crawford
Issue Date:	Monday, May 5, 2014	Customer:	6142920681
Billing:	OSU ATHLETIC DEPARTMENT OSU FOOTBALL WOODY HAYES ATHLETIC CENTER 2491 OLENTANGY RIVER RD COLUMBUS OH 43210-1166	Deliver:	OSU ATHLETIC DEPARTMENT 2400 OLENTANGY RIVER RD COLUMBUS OH 43210

• If you would like to view your reservation online: [Click Here](#)

AIR - Tuesday May 6 2014



Southwest Airlines Flight WN227 Economy Class

Check In Confirmation:
MS5W3Y (*24 Hours Prior)

Depart:	5:25 PM, Tuesday, May 6 Port Columbus Intl Airport Columbus, Ohio, USA	Arrive:	5:40 PM, Tuesday, May 6 Nashville Intl. Airport Nashville, Tennessee, USA
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Status:	Confirmed	Booking Code:	M
Equipment:	Boeing 737-700 (winglets)	Stops:	Nashville
Duration:	1 hours 15 minutes	Seat:	Assigned at Check In
Meal:	None		
Remarks:	Southwest Confirmation Number is ms5w3y		

• [Weather](#) • [Flight Status \(*up to 3 days prior\)](#)

AIR - Tuesday May 6 2014



Southwest Airlines Flight WN1002 Economy Class

Check In Confirmation:
MS5W3Y (*24 Hours Prior)

Depart:	6:15 PM, Tuesday, May 6 Nashville Intl. Airport Nashville, Tennessee, USA	Arrive:	9:25 PM, Tuesday, May 6 Fort Lauderdale Intl. Arpt. Terminal 1 Fort Lauderdale, Florida, USA
----------------	--	----------------	---

Status:	Confirmed	Booking Code:	M
Equipment:	Boeing 737-300 (winglets)	Stops:	Non-stop
Duration:	2 hours 10 minutes	Seat:	Assigned at Check In
Meal:	None		
Remarks:	Southwest Confirmation Number is ms5w3y		

• [Weather](#) • [Flight Status \(*up to 3 days prior\)](#) • [Dining Reservations](#)

CAR - Tuesday May 6 2014

**National Rent A Car****Check in Confirmation:**
261670216EXSEL

Pick Up: 9:25 PM, Tuesday, May 6
600 Terminal Drive Suite 20 Ft Lauder, Fort Lauderdale, FL, USA; Tel: +1 (954) 359 3020

Drop Off: 5:30 PM, Friday, May 9
600 Terminal Drive Suite 20 Ft Lauder, Fort Lauderdale, FL, USA; Tel: +1 (954) 359 3020

Rate: USD31.96 p/day unl. mileage **Approx. Total USD133.52**

Car Type: Full Size car automatic w/ ac
Renter ID: 877667195
Status: Confirmed
Corporate ID: XZ38Y09

• [Weather](#)**AIR - Friday May 9 2014****Southwest Airlines Flight WN4292 Economy Class****Check in Confirmation:**
MS5W3Y (24 Hours Prior)

Depart: 6:30 PM, Friday, May 9
Fort Lauderdale Intl. Arpt.
Terminal 1
Fort Lauderdale, Florida, USA

Arrive: 7:15 PM, Friday, May 9
Port Columbus Intl Airport
Columbus, Ohio, USA

Status: Confirmed
Equipment: Boeing 737-300 (winglets)
Duration: 0 hours 45 minutes
Meal: None
Remarks: Southwest Confirmation Number is ms5w3y

Booking Code: M
Stops: Non-stop
Seat: Assigned at Check In

• [Weather](#) • [Flight Status](#) (up to 3 days prior)**Invoice Details**

Transaction / Document	Base	Tax	Total
Non Refundable Transaction Fee / 890 0608429507	25.00		25.00
Form of Payment: [REDACTED]			
Air Ticket, Confirmation #MS5W3Y	517.20	70.30	587.50
Form of Payment: Billed To [REDACTED]			
Totals:			USD 612.50
Total Charged to Credit Card:			USD 612.50
Balance Due:			USD 0.00

Fare Rules

• Ticket is not refundable and not transferable. Non refundable means absolutely no refund for any reason a penalty applies for change or cancellation if not traveling-You must call the airline or UNIGLOBE Prior To Travel-Or you will lose the value of the ticket. Notice: due to possible schedule changes- Pls reconfirm flight reservations directly with airlines at least 24hrs prior for domestic and 72hrs prior for international flights.

Baggage Fees & Allowances

Baggage allowance, specific size and weight restrictions vary between airlines. Please visit the link below to view the allowances and possible fees for your trip.

• [Baggage Fees/Allowances](#)**Important Information**

• Travel order [REDACTED] account NUMBER [REDACTED] travel order: at1304498 dc ===== the above reservations are ticketless reservations your airline Confirmation Number is ms5w3y ===== due to heightened security, please check in at least 2 hours prior to flight time for domestic flights and 3 hours prior for international flights



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Columbus OH 43215
Phone: 614 237-4488
Fax: 614 237-4516

crawford.802@osu.edu

Passenger(s):	Smith/Zachary Earle Ref: MENS FOOTBALL	Booking Ref.:	5ZERNL
Invoice No.:	341375	Agent:	Dana Crawford
Issue Date:	Monday, May 12, 2014	Customer:	6142920681
Billing:	OSU ATHLETIC DEPARTMENT OSU FOOTBALL WOODY HAYES ATHLETIC CENTER 2491 OLENTANGY RIVER RD COLUMBUS OH 43210-1166 OSU ATHLETIC DEPARTMENT	Deliver:	OSU ATHLETIC DEPARTMENT 2400 OLENTANGY RIVER RD COLUMBUS OH 43210

• If you would like to view your reservation online: [Click Here](#)

AIR - Monday May 12 2014			
 Southwest Airlines Flight WN2768 Economy Class		Check In Confirmation: M8GFJD (*24 Hours Prior)	
Depart:	6:30 AM, Monday, May 12 Port Columbus Intl Airport Columbus, Ohio, USA	Arrive:	9:05 AM, Monday, May 12 Fort Lauderdale Intl. Arpt. Terminal 1 Fort Lauderdale, Florida, USA
Status:	Confirmed	Booking Code:	Y
Equipment:	Boeing 737-700 (winglets)	Stops:	Fort Lauderdale
Duration:	2 hours 35 minutes	Seat:	Assigned at Check In
Meal:	None		
Remarks:	Southwest Confirmation Number is m8gffd		
• Weather • Flight Status (*up to 3 days prior) • Dining Reservations			

CAR - Monday May 12 2014			
 National Rent A Car		Check In Confirmation: 261692491 EXSEL	
Pick Up:	9:00 AM, Monday, May 12 Fort Lauderdale Intl. Arpt., Fort Lauderdale, FL, USA		
Drop Off:	5:00 PM, Wednesday, May 14 Fort Lauderdale Intl. Arpt., Fort Lauderdale, FL, USA		
Rate:	USD31.96 p/day unl. mileage Approx. Total USD133.52		
Car Type:	Full Size car automatic w/ ac	Status:	Confirmed
Renter ID:	877667195	Corporate ID:	XZ38Y09
• Weather • Dining Reservations			

Invoice Details

Transaction / Document	Base	Tax	Total
Non Refundable Transaction Fee	25.00		25.00
Form of Payment: [REDACTED]			
Air Ticket, Confirmation #M8GFJD	258.60	30.40	289.00
Form of Payment: Billed To [REDACTED]			
Totals:			USD 314.00
Total Charged to Credit Card:			USD 314.00
Balance Due:			USD 0.00

Fare Rules

• Ticket is not refundable and not transferable. Non refundable means absolutely no refund for any reason a penalty applies for change or cancellation if not traveling-You must call the airline or UNIGLOBE Prior To Travel- Or you will lose the value of the ticket. Notice: due to possible schedule changes- Pls reconfirm flight reservations directly with airlines at least 24hrs prior for domestic and 72hrs prior for international flights.

Baggage Fees & Allowances

Baggage allowance, specific size and weight restrictions vary between airlines. Please visit the link below to view the allowances and possible fees for your trip.

- [Baggage Fees/Allowances](#)

Important Information

• Travel order: [REDACTED] account NUMBER: [REDACTED] travel order: at1304548 dc ===== the above reservations are ticketless reservations your airline Confirmation Number is m8gfd ===== due to heightened security, please check in at least 2 hours prior to flight time for domestic flights and 3 hours prior for international flights

• --FOR EMERGENCY TRAVEL ASSISTANCE- Please call: --1-800-787-1030 - Your sos code is: e9053

• For info>About airport security-Go to: www.tsa.gov

• Photo ID required for those over 16 year old please provide a home phone number and a phone number where you can be reached while you are away in case of airline cancellation or rescheduling

• --notice-A checked baggage fee may apply. Please check with airlines for more details.

• Transaction fee will appear separately on credit card statement

Invoice No: 341375

access more™

• Please take a few minutes to tell us about your experience with UNIGLOBE Travel Designers and be entered in a drawing to win a gift certificate. Your feedback is very important as we strive to go above and beyond our client's expectations:

[Click Here](#)

Sent To:

smith.8398@osu.edu
smith.5306@osu.edu
pantoni.1@osu.edu
halpin.30@osu.edu
crawford.802@osu.edu



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crawford.802@osu.edu

Passenger(s):	Smith/Zachary Earle Ref: MENS FOOTBALL	Booking Ref.:	568JDI
Invoice No.:	341542	Agent:	Dana Crawford
Issue Date:	Tuesday, May 13, 2014	Customer:	6142920681
Billing:	OSU ATHLETIC DEPARTMENT OSU FOOTBALL WOODY HAYES ATHLETIC CENTER 2491 OLENTANGY RIVER RD COLUMBUS OH 43210-1166	Deliver:	OSU ATHLETIC DEPARTMENT 2400 OLENTANGY RIVER RD COLUMBUS OH 43210

• If you would like to view your reservation online: [Click Here](#)

AIR - Tuesday May 13 2014



Southwest Airlines Flight WN4292 Business-Select Class

Check In Confirmation:
MSM420 (*24 Hours Prior)

Depart:	6:30 PM, Tuesday, May 13 Fort Lauderdale Intl. Arpt. Terminal 1 Fort Lauderdale, Florida, USA	Arrive:	9:15 PM, Tuesday, May 13 Port Columbus Intl Airport Columbus, Ohio, USA
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Status:	Confirmed	Booking Code:	K
Equipment:	Boeing 737-300 (winglets)	Stops:	Non-stop
Duration:	2 hours 45 minutes	Seat:	Assigned at Check In
Meal:	None		
Remarks:	Southwest coach business select of nbr msm420		

• [Weather](#) • [Flight Status](#) (*up to 3 days prior)

Invoice Details

Transaction / Document	Base	Tax	Total
Non Refundable Transaction Fee / 890 0608493665	25.00		25.00
Form of Payment:			
Air Ticket, Confirmation #MSM420	400.00	41.00	441.00
Form of Payment: Billed To			
Totals:			USD 466.00

Total Charged to Credit Card: USD 466.00
Balance Due: USD 0.00

Fare Rules

• Ticket is not refundable and not transferable. Non refundable means absolutely no refund for any reason a penalty applies for change or cancellation if not traveling-You must call the airline or UNIGLOBE Prior To Travel- Or you will lose the value of the ticket. Notice: due to possible schedule changes- Pls reconfirm flight reservations directly with airlines at least 24hrs prior for domestic and 72hrs prior for international



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First Floor
Columbus OH 43215
Phone: 614 237-4488
Fax: 614 237-4516

crawford.802@osu.edu

Passenger(s):	Smith/Zachary Earle Ref: MENS FOOTBALL	Booking Ref.:	589TJK
Invoice No.:	341630	Agent:	Dana Crawford
Issue Date:	Wednesday, May 14, 2014	Customer:	6142920681
Billing:	OSU ATHLETIC DEPARTMENT OSU FOOTBALL WOODY HAYES ATHLETIC CENTER 2491 OLENTANGY RIVER RD COLUMBUS OH 43210-1166	Deliver:	OSU ATHLETIC DEPARTMENT 2400 OLENTANGY RIVER RD COLUMBUS OH 43210

* If you would like to view your reservation online: [Click Here](#)

AIR - Thursday May 15 2014



Southwest Airlines Flight WN393 Business-Select Class

Check In Confirmation:
MN27XU (*24 Hours Prior)

Depart:	8:50 AM, Thursday, May 15 Fort Lauderdale Intl. Arpt. Terminal 1 Fort Lauderdale, Florida, USA	Arrive:	10:05 AM, Thursday, May 15 Nashville Intl. Airport Nashville, Tennessee, USA
----------------	---	----------------	--

Status:	Confirmed	Booking Code:	K
Equipment:	Boeing 737-700 (winglets)	Stops:	Non-stop
Duration:	2 hours 15 minutes	Seat:	Assigned at Check In
Meal:	None		
Remarks:	Southwest coach business select cf nbr mn27xu		

[Weather](#) • [Flight Status](#) (*up to 3 days prior)

AIR - Thursday May 15 2014



Southwest Airlines Flight WN629 Business-Select Class

Check In Confirmation:
MN27XU (*24 Hours Prior)

Depart:	10:40 AM, Thursday, May 15 Nashville Intl. Airport Nashville, Tennessee, USA	Arrive:	12:50 PM, Thursday, May 15 Port Columbus Intl Airport Columbus, Ohio, USA
----------------	--	----------------	---

Status:	Confirmed	Booking Code:	K
Equipment:	Boeing 737-700 (winglets)	Stops:	Non-stop
Duration:	1 hours 10 minutes	Seat:	Assigned at Check In
Meal:	None		
Remarks:	Southwest coach business select cf nbr mn27xu		

[Weather](#) • [Flight Status](#) (*up to 3 days prior)

Invoice Details

5/19/2014

Columbus, OH - CMH to Ft. Lauderdale, FL - FLL

[My Account](#) • [My Travel](#) • [Past Trips](#)



Columbus, OH - CMH to Ft. Lauderdale, FL - FLL

[Save as Frequent Trip](#) | [Book This Trip](#) | [View Receipt](#)



earned + **9,600 PTS**

Passenger: **ZACHARY SMITH**

Confirmation # **MIQ668**

ACCT [REDACTED]

BOOKING REFERENCE: 40 [REDACTED]

AIR ITINERARY

Flight - Business Select Fare

MAY 14 Columbus, OH - CMH to Ft. Lauderdale, FL - FLL
WED 05/14/2014

6:30 am
nonstop.

PRICING

[Print](#)

Trip	Routing	Fare Type	Fare
Flight	CMH-FLL	Business Select	\$400.00
		Govt. Taxes & Fees	\$41.00

Dollar Total: **\$441.00**

Dollar Grand Total:
Total Points Earned:

\$441.00
9,600

#2786
6:30 am → 9:05 am



Hollywood Beach Marriott
2501 North Ocean Drive
Hollywood, FL 33019 USA
1-954-924-2202

Page 1 of 1

Summary of Charges

Guest Information: SMITH/ZACHARY/MR



Dates of Stay: 05/06/2014 - 05/07/2014
Room Number: 1017
Guest Number: 3106
Rewards Number:
Group Number:

Date:	Description:	Reference:	Charges:	Credits:
05/06/2014	TELECOM	WFB		
05/06/2014	TIKIBAR	58601017	61.30	
05/06/2014	TELECOM	LOCALBND		
05/06/2014	ROOM	1017, 1	143.20	
05/06/2014	ROOM TAX	1017, 1	8.59	
05/06/2014	OCC TAX	1017, 1	7.16	
05/06/2014	VALET	JM	19.00	
05/07/2014	GIFTSHOP	SW	3.00	
05/07/2014	NO DESCRIPTION			242.25
Total Balance:				0.00 USD

Important Information

Authenticity of Hotel Bills

Marriott retains official records of all charges and credits to your account and will honor only these records.

Privacy

Your privacy is important to us. For full details, please view our [Privacy Statement](#).

Credit of Marriott Rewards Points

After a stay, it may take up to seven days for Marriott Rewards points to be credited to your account.

242.25

- 91.30

150.95

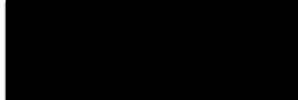


Hollywood Beach Marriott
2501 North Ocean Drive
Hollywood, FL 33019 USA
1-954-924-2202

Page 1 of 1

Summary of Charges

Guest Information: SMITH/ZACHARY/MR



Dates of Stay: 05/07/2014 - 05/09/2014

Room Number: 1017

Guest Number: 3107

Rewards Number:



Group Number:

Date:	Description:	Reference:	Charges:	Credits:
05/07/2014	TELECOM	WFB		
05/07/2014	TELECOM	LOCALBND		
05/07/2014	LATITUDE	94501017	10.02	
05/07/2014	ROOM	1017, 1	143.20	
05/07/2014	ROOM TAX	1017, 1	8.59	
05/07/2014	OCC TAX	1017, 1	7.16	
05/08/2014	TELECOM	WFB		
05/08/2014	TELECOM	LOCALBND		
05/08/2014	ROOM	1017, 1	143.20	
05/08/2014	ROOM TAX	1017, 1	8.59	
05/08/2014	OCC TAX	1017, 1	7.16	
05/09/2014	NO DESCRIPTION	ROOM C/O		327.92
Total Balance:				0.00 USD

Important Information

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Privacy

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Credit of Marriott Rewards Points

After a stay, it may take up to seven days for Marriott Rewards points to be credited to your account.

327.92
10.02

317.90



JW Marriott Marquis Miami
255 Biscayne Boulevard Way
Miami, FL 33131 USA
1-305-421-8600

Page 1 of 1

Summary of Charges

Guest Information: SMITH/ZACHARY/MR



Dates of Stay: 05/12/2014 - 05/13/2014

Room Number: 3707

Guest Number: 9453

Rewards Number:

Group Number:



Date:	Description:	Reference:	Charges:	Credits:
05/12/2014	TELECOMM	LOCALBND		
05/12/2014	SERVIBAR	16582	7.31	
05/12/2014	MET CAFE	53983707	21.08	
05/12/2014	OVE PARK	AP MID	36.00	
05/12/2014	ROOM	3707, 1	138.00	
05/12/2014	ROOM TAX	3707, 1	9.66	
05/12/2014	OCC TAX	3707, 1	8.28	
05/13/2014	SERVIBAR	16620	14.62	
05/13/2014	SERVIBAR	16621	7.31	
05/13/2014	SERVIBAR	16622	6.09	
05/13/2014	NO DESCRIPTION			248.35
Total Balance:				0.00 USD

Important Information

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Privacy

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Credit of Marriott Rewards Points

After a stay, it may take up to seven days for Marriott Rewards points to be credited to your account.

138.00
9.66
8.28
336.00
191.94

921 SMITH/ZACHARY/MR 107.97 05/15/14 11:00 778
ROOM NAME RATE DEPART TIME ACCT#
NKNC 05/14/14 14:56
TYPE ARRIVE TIME
51
ROOM
CLERK

PAYMENT

MRW#: [REDACTED]

DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE
------	-----------	---------	---------	-------------

05/14 LOUNGE 2079 921 9.42
05/14 ROOM 921, 1 107.97
05/14 ROOM TAX 921, 1 6.48
05/14 OCC TAX 921, 1 5.40
05/15 MC CARD \$129.27

A
B

TO BE SETTLED TO: MASTERCARD CURRENT BALANCE .00

THANK YOU FOR CHOOSING RENAISSANCE PLANTATION HOTEL, TO
EXPEDITE YOUR CHECK-OUT, PLEASE CALL AT YOUR SERVICE OR
PRESS "MENU" ON YOUR TV REMOTE CONTROL TO ACCESS VIDEO C/O.

----- SUMMARY OF TAXES -----
DESCRIPTION TAXED AMOUNT TAX
M SALES TAX .00 .00
NET CHARGES TAX CREDITS FOLIO
129.27 .00 .00 129.27

AS REQUESTED, A FINAL COPY OF YOUR BILL WILL BE EMAILED TO:
SEE "INTERNET PRIVACY STATEMENT" ON MARRIOTT.COM

129.27
9.42

119.85

Your Rewards points/miles earned on your eligible earnings
will be credited to your account. Check your
Rewards Account Statement for updated activity.



RA 925776856 Bill 0
Rental 12-MAY-2014 09:29 AM
FT. LAUDERDALE INTL ARPT
Return 13-MAY-2014 05:25 PM
FT. LAUDERDALE INTL ARPT

ZACHARY SMITH
Vehicle # EH184839
Model CHALLENGER
Class Driven SSAR Class Charged ICAR
License# R523LQ State/Province FL
M/Kms Driven 429
M/Kms Out 10622
M/Kms In 11051

OHIO STATE UNIVERSITY--IUCPG
Billing Ref 16783001041
Charges No Unit Price Amount
CDW/LDW 2 Days 0.00
REFUELING 2 Gals 5.45 10.90
T & M 2 Days 31.96 63.92*
UNLIM M/KM 0 M/Kms 0.00*
RNTL CAR FACILITY CHRG 7.90*
EXEMPT FLORIDA SURCHARGE 0.00*
EXEMPT TIRE/BATTERY SCHG 0.00*
CONCESSION RECoup FEE 6.66*
VEHICLE LICENSE FEE 1.56*

Total Charges USD 90.83

Deposit Visa [REDACTED]

Amount Due USD 90.83

* Taxable Items
Subject to Audit
Your Emerald Club Number is [REDACTED]
We hope you enjoyed driving your
upgraded Emerald Club vehicle.
Customer Service Number 1-800-468-3334



RA 925737190 Bill 0
Rental 06-MAY-2014 09:22 PM
FT. LAUDERDALE INTL ARPT
Return 09-MAY-2014 02:44 PM
FT. LAUDERDALE INTL ARPT

ZACHARY SMITH
Vehicle # E5272063
Model MUSTANG
Class Driven STAR Class Charged ICAR
License# BPD204 State/Province FL
M/Kms Driven 465
M/Kms Out 10026
M/Kms In 10491

OHIO STATE UNIVERSITY--IUCPG
Billing Ref 3581051134
Charges No Unit Price Amount
CDW/LDW 3 Days 0.00
REFUELING 6 Gals 5.45 32.70
T & M 3 Days 31.96 95.88*
UNLIM M/KM 0 M/Kms 0.00*
RNTL CAR FACILITY CHRG 11.85*
EXEMPT FLORIDA SURCHARGE 0.00*
EXEMPT TIRE/BATTERY SCHG 0.00*
CONCESSION RECoup FEE 9.82*
VEHICLE LICENSE FEE 2.34*

Total Charges USD 152.59

Deposit Visa [REDACTED]

Amount Due USD 152.59

* Taxable Items
Subject to Audit
Your Emerald Club Number is [REDACTED]
Frequent Flyer [REDACTED] Credit to
SOUTHWEST AIRLINES RAPID REWARDS
We hope you enjoyed driving your
upgraded Emerald Club vehicle.
Customer Service Number 1-800-468-3334



RA 925795789 Bill 0
Rental 14-MAY-2014 09:22 AM
FT. LAUDERDALE INTL ARPT
Return 15-MAY-2014 07:42 AM
FT. LAUDERDALE INTL ARPT

ZACHARY SMITH
Vehicle # EH224678
Model CHALLENGER
Class Driven SSAR Class Charged ICAR
License# CIBH27 State/Province FL
M/Kms Driven 145
M/Kms Out 3649
M/Kms In 3794

OHIO STATE UNIVERSITY--IUCPG
Billing Ref 3581051134
Charges No Unit Price Amount
CDW/LDW 1 Days 0.00
T & M 1 Days 31.96 31.96*
UNLIM M/KM 0 M/Kms 0.00*
RNTL CAR FACILITY CHRG 3.95*
EXEMPT FLORIDA SURCHARGE 0.00*
EXEMPT TIRE/BATTERY SCHG 0.00*
CONCESSION RECoup FEE 3.27*
VEHICLE LICENSE FEE 0.78*

Total Charges USD 39.96

Deposit MC [REDACTED]

Amount Due USD 39.96

* Taxable Items
Subject to Audit
Your Emerald Club Number is [REDACTED]
We hope you enjoyed driving your
upgraded Emerald Club vehicle.
Customer Service Number 1-800-468-3334

1090 90.83
- 700 - 3.90

\$ 3.90 86.93

3.50 32.70
6 21.00

21.00 11.70

152.59
- 11.70

\$ 140.89

86² 93
140 89
39. 96

267.78

Chevron 371
1301 S. University

STN 00202684

05/15/14 07:31:04

E/MASTERCARD

Invoice# 8422145
Auth# 863197

Pump#: 1
7.5276 @ \$ 3.799/G
UNLE/Self \$ 28.60
Total \$ 28.60

Learn how to
EARN REWARDS
with a Chevron
or Texaco
Credit Card
See application
for details

THANK YOU FOR
CHOOSING

PORT COLUMBUS INTERNATIONAL AIRPORT
PORT COLUMBUS PARKING
COLUMBUS OHIO

Rcpt# 9540

05/15/14 13:10 L#12 A# 1 Txn# 15523

05/12/14 05:20 In 05/15/14 13:10 Out

Tkt# 328493

L-T Garage \$ 67.00

Total Fee \$ 67.00

MASTERCARD \$ 67.00-

Approval No.:827875

Reference No.:00000366

Change Due \$ 0.00

THANK YOU FOR PARKING WITH US

BUCKLE UP FOR SAFETY

REPLACEMENT

SALES RECEIPT
57 541 875 01
SHELL
4750 DONALD BOSS R
PALM BEACH FL 33410

DATE 05/14 2:10PM
INVOICE # 906073
AUTH# 860800
MASTERCARD
ACCOUNT NUMBER

PUMP PRODUCT \$/G
08 UNL \$3.979

GALLONS PRE TOTAL
15.511 \$ 61.73

THANK YOU
COME BACK SOON

[Back](#)

Voice Card-Rewards

[Logout](#)

Available Credit:

\$0.00

Summary

History

MIAMI GARDENS SQ ...
Purchase

-\$440.00
05/08/2014 >

MIAMI GARDENS SQ ...
Purchase

-\$42.50
05/08/2014 >

MIAMI GARDENS SQ ...
Purchase

-\$100.00
05/08/2014 >

MIAMI GARDENS SQ ...
Purchase

-\$10.00
05/08/2014 >

J. W. LEE, INC
Purchase

-\$67.00
05/08/2014 >

WALGREENS #09044

-\$21.19 >

[Load More](#)

ACCOUNTS



PAYMENTS



TRANSFERS



DEPOSITS



MORE



2013 OHIO STATE FOOTBALL

COACH'S MANUAL

OHIO ST FOOTBALL STAFF POLICIES



GENERAL

1. Be on time (staff meetings, appointments, player meetings).
2. Dress: IN OFFICE – use good judgment (golf shirt, shoes- **NO Jeans**)
RECRUITING - slacks, collared shirt, no tennis shoes
HOME VISITS - OSU Gear (Polo, Sweater Vest)
3. Tobacco - prohibited by the NCAA.
4. **POSITIVE** - about OHIO ST (university, community, administration), this includes members of your family.
5. Take individual duties very seriously. Get things done on time and be thorough.
6. Be imaginative and aggressive in all areas.
7. Always carry up-to-date info on your players. (Phone #'s, academic info, family, girlfriend info...)
8. Staff Meeting – Always have your responsibilities w/you.(Power of the Unit)
 - Be on time.
 - Have your up to date player info (Academics, phone #'s, any issue)
 - Have your most recent calendar.
9. Be an expert at your position. Research and Development
10. High Energy Staff- Always on the move. Players will draw from our passion/enthusiasm for the game. **ENERGY=PRODUCTION**
11. Always take budget into consideration when making travel plans. Use good judgment with regards to expense reports. All reports are turned into Brian Voltolini.
12. Be honest in all issues dealing with expense reports. Knowingly turning in false reports will result in reimbursement of the athletic department and possible termination as a core value violation.
13. Office hours: Set hours. Coordinators discretion. Strongly encourage work out time at Lunch. Family issues are priority (let me know).
14. Program: Most difficult in the country! Be very demanding and never settle for less than their best effort. Develop accountability and leadership within your position group.

RECRUITING

1. Number One Priority of Staff. **Recruit every day!**
2. Expect to sign 2-3 players per year in your area.
3. Designated time each week – make use of it.
4. Team recruit with Position Coaches/Coordinators.
5. Travel days will not interfere with Contact days. Get to your area the night before.
6. 10 Strong- Accountability

POSITIVE APPROACH - Family members included

1. Always be positive with regards to OHIO ST (Best in the Country).
 - Facilities
 - Coaching Staff
 - Support Staff (weight, academic, equipment, secretaries)
 - Players
 - Training Table, Academics Center
 - Head Coach, AD, President
 - Salaries
2. Any Issues/Disagreements will be held behind closed doors

***Any deviation from the above will not be tolerated**



PLAYER RELATIONSHIPS

1. Maintain Player/Coach relationship at ALL TIMES. Never cross that line.
2. You are responsible to get involved in every aspect of the players lives (family, spiritual academic, social). Make a difference. Always have information at your disposal (home, meetings, etc..)
3. Address players by first name.
4. Players should address you by Coach _____.
5. Academics - you are personally responsible to see that each of your players received their degree. Devote whatever time necessary to accomplish this.
6. Spend time with your players in the locker room each day after practice.
7. Spend time with your players in the office and at your home.
8. Show respect for all players, regardless of position on the depth chart.
9. Don't be sarcastic and tease players. Use judgment.
10. Do not discuss players with other players.
11. Treat players as your own son.
12. Never have alcohol when in the presence of Student-Athletes. Avoid local establishments where students are known to go. If a Student Athlete is in an establishment-Leave Immediately.
13. Be aware of and respectful of:
-Players: Family background, Culture and Religion
14. **When in presence of players, spend your time with players; flex, practice, locker room, training table, team travel**

COACHING

1. Be yourself.
2. Passionate about the game, technique and the team.
3. **TEACHING:** Clear, Clean, Concise and Direct. **WE WILL BE GREAT TEACHERS!**
CLEAR - speaking, board work, or watching material.
CLEAN - tip sheets, graphics, teach tapes
CONCISE - break everything down. Fundamentals. **TO THE POINT**
DIRECT - direct your teaching at an individual or individuals
4. Respectful to other coaches: Absolutely never a confrontation between coaches in front of players or the public. All differences need to be settled behind closed doors.
5. Be specific and organized when critiquing players.
6. Be specific with your drills.
7. Demand they finish drills. **(Cones)**
8. Respect the game of football and what it stands for.
9. Be the most fundamentally sound position group in the country.
10. Ideas - there is always a better way to do something. **BE aggressive with your ideas.**
11. Teach: Fundamentals, techniques, and assignments. **DEMAND: EFFORT**
12. Organization: Practice Plans/Scripts/Meeting Time (Use all time allotted).
13. Practice: **Players run on/off field.** Hustle to each drill.
14. Language: Use good judgment: be aware of your surroundings, including coaches' booth.
15. **Special Teams periods:** All players/coaches not involved are working, Not a rest period



PLAYER GRADING AND EVALUATION

1. A standard grading system will be put in place (developed by staff). The number one objective is to have your player(s) grade a winning effort. All competitive situations will be graded and reviewed with the players.

NCAA RULES AND GUIDELINES

It is your responsibility to have a complete understanding of all NCAA rules and guidelines. Willful and Intentional Violations of the rules will not be tolerated and will be dealt with immediately.

CHEMISTRY

1. "Everyone will receive their glory if we win. If we lose you will get nothing" - Bear Bryant
2. Great chemistry among the staff is critical for the success of a program. This is very important to me.
3. Other jobs - part of the business. However, do not be a coach always looking and it should never interfere with your job. Keep me posted on any opportunities you would like to look into.
4. Know all squad members.
5. Great Offense is a product of Great Defense – sell this to your players.
6. Great Defense is a product of Great Offense – sell this to your players.
7. **Great Defense & Offense is a product of Great Special Teams - sell this to your players**

DISCIPLINE

1. Coaching staff will strictly adhere to our Discipline Policies (Social, Academic and Athletic Performance)
2. Never put the Head Coach or another Assistant Coach in a compromising situation with regards to Discipline.
3. You are ultimately responsible for the Discipline, and performance (on field, academic and social) of your players.
4. **There is a clear policy in place. Adhere to this policy**

PUBLIC RELATIONS

1. Clinics - always wear OHIO ST attire, show Ohio St Film and speak about the program 1st. Promote Camp/Clinic.
2. Speaking - dorms, service clubs etc...Always promote the program and our players.
3. Media - do not manipulate and use to your advantage. Convey loyalty to each other.
4. Secretaries - treat with respect.
5. Former Players- Stop Meetings and introduce/welcome.



ASSISTANT COACHES' PERFORMANCE REVIEW

As an assistant coach at The Ohio St University, your yearly performance review will be based on the following criteria:

COORDINATORS

1. Productivity in Recruiting
2. Productivity of your unit.
3. Productivity and development of your players on the field.
4. Productivity and development of your players off the field.
 - a. Academics
 - b. Social Behavior
 - c. Campus Behavior (Student Affairs, Parking, etc.)
5. Public relations and off-field assignments.

POSITION COACHES

1. Productivity in recruiting.
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 - a. Academics
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LOYALTY to: A) HEAD COACH
B) COACHING STAFF
C) STUDENT-ATHLETES
D) OHIO ST FOOTBALL PROGRAM

Success of our program is dependent on all of us working towards the same Goal. The strength of the team is in its loyalty to each other. Being disloyal in any form will not be tolerated.



2014 COACHES MANUAL



THE PEOPLE. THE TRADITION. THE EXCELLENCE.

OHIO ST FOOTBALL STAFF POLICIES



GENERAL

1. Be on time (staff meetings, appointments, player meetings).
2. Dress: IN OFFICE – use good judgment (golf shirt, shoes- **NO Jeans**)
RECRUITING - slacks, collared shirt, no tennis shoes
HOME VISITS - OSU Gear (Polo, Sweater Vest)
3. Tobacco - prohibited by the NCAA.
4. **POSITIVE** - about OHIO ST (university, community, administration), this includes members of your family.
5. Morality Clause: Avoid strip clubs or venues that would embarrass The Ohio State University. You are public figures and your conduct is scrutinized and you are held to a higher standard. No pornography is allowed on any university issued computer, phone, iPad, etc...
6. Take individual duties very seriously. Get things done on time and be thorough.
7. Be imaginative and aggressive in all areas.
8. Always carry up-to-date info on your players. (Phone #'s, academic info, family, girlfriend info...)
9. Staff Meeting – Always have your responsibilities w/you.(Power of the Unit)
 - Be on time.
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10. Be an expert at your position. Research and Professional Development
11. High Energy Staff- Always on the move. Players will draw from our passion/enthusiasm for the game. **ENERGY=PRODUCTION**
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