Travel Voucher Drawing Rules and Regulations

1. **Drawing.** This drawing (“Drawing”) is operated and sponsored by The Ohio State University (the “University”) and will be conducted pursuant to these Rules and Regulations.

2. **Drawing Period.** The Drawing Period begins on April 1, 2018 at 12:00 AM EST and closes on April 30, 2018 at 12:00 PM EST.

3. **Eligibility.** The Drawing is open to employee business travelers of the University whose college/unit have consented to participate in the Travel Pilot II Program, being held from April 1, 2018 through April 30, 2018 and who has individual business airfare booked (purchased) with a CTP Agent or through the Concur OBT during the Drawing Period and are actively employed by the University. The drawing will take place on May 31st, 2018.

4. **How to Enter.** No purchase or payment is necessary to enter or win the Drawing. During the Drawing Period, eligible employees who book/purchase airfare with a CTP Agent or through the Concur OBT will automatically be entered in the Drawing (“Entrants”). By entering the Drawing, all Entrants agree to abide by these Rules and Regulations.

5. **Prize.** There will be three (3) Drawing winners. Each will receive one airline voucher certificate valued at $450 “Prize”. The Prize is subject to: Ninety (90) day advance booking; only redeemable on Delta, United, Southwest or American Airlines (based upon availability); void if lost or stolen; no cash value; no upgrades available; must travel on same itinerary; does not include processing fees; an instant purchase certificate; original certificate required at time of reservation; certificate cannot be bartered or re-sold; is non-refundable; may not be exchanged for cash and is valid for 1 year from date of issuance.

6. **Determination of Winner.** Three (3) Drawing winners will be chosen at random by the University from all eligible Drawing entries within thirty-one (31) days of the end of the Drawing Period. The odds of winning depend on the number of entries received. The winner will be notified via email within fifteen (15) business days of the drawing. The winner will have [five (5)] business days from notification to accept the Prize by email and will be provided with additional instructions at that time. The University is not responsible for and shall not be liable for late, lost, misdirected, or unsuccessful efforts to notify a winner. If a winner cannot be contacted or fails to respond within five (5) business days, the University reserves the right to void that entry and select another eligible entry for the Prize (and in the event that the subsequent selected Entrant cannot be contacted or fails to respond, a further Entrant will be selected, until a winner is determined; provided, however, that in the event that a winner is not determined after attempts have been made to contact three (3) Entrants, the University may elect not to conduct any further redraws and not to award the Prize).

7. **Applicable Taxes.** The Drawing winner is responsible for all local, state, and federal taxes relating to the Prize. The University assumes no responsibility for the Drawing winner’s tax and/or legal obligations and strongly recommends that the winner consult his or her tax and/or legal advisor because the Prize could have a material adverse consequence with respect to taxes, income, government entitlements, or other benefits, or other legal, financial, or other matters. If required by law, the University will file the necessary forms with the appropriate taxing authorities to report the value of the Prize.

8. **Prize Winner.** By accepting the Prize, the Prize winner agrees: (1) to be bound by these Rules and Regulations, (2) that the winner’s name and/or likeness may be disclosed to and used by the news media and may otherwise be used
by the University for publicity purposes in area newspapers or other media including other print venues, television, radio, and online, including the University’s website, and (3) to indemnify, release, and hold harmless the University and its Board of Trustees, officers, and employees from any and all losses, damages, costs, expenses, rights, claims, and actions of any kind arising in connection with the Drawing or resulting from acceptance, possession, use, or misuse of the Prize. The University does not provide any guarantee or warranty, express or implied, in connection with the Prize, and the University accepts no liability or responsibility regarding the Prize. In no event shall the University or its Board of Trustees, officers, and employees be liable to any party for any direct, indirect, consequential, special, exemplary, punitive, or other monetary damages, fees, fines, penalties, or liabilities of any person or entity under any circumstances in relation to the Prize.

9. **Disqualification.** The University is not responsible for lost, interrupted, or unavailable network server or other connections, miscommunications, failed computer or telephone transmissions, technical failure, jumbled, scrambled, or misdirected transmissions, or other error of any kind whether human, mechanical, or electronic. Persons found tampering with or abusing any aspect of the Drawing, as determined by the University in its sole discretion, will be disqualified from winning the Drawing. If any portion of the Drawing is compromised by viruses, bugs, non-authorized human intervention, or other causes beyond the control of the University, which in the University’s sole determination corrupts or impairs the administration, security, fairness, or proper entry into the Drawing, the University reserves the right, in its sole discretion, to suspend or terminate the Drawing and/or to award the Prize to entries selected at random from those received up until the point of termination.

10. **Winner Information.** To obtain a list of the winner’s name, send a self-addressed, stamped envelope to Travel Pilot II Program Drawing, The Ohio State University Travel Office, [901 Woody Hayes Drive, Columbus Ohio 43210] within one month following the close of the Drawing Period.

11. **Governing Law.** The laws of the State of Ohio govern the Drawing, without regard to its conflict of law provisions. The Drawing is void where prohibited by law, and all federal, state, and local laws and regulations apply.