

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Variety of Meetings with Charleston constituents *- see attached agenda*

Department contact/ phone number: Clay Marsh/ 614-496-1621

2. Destination airport (if known): Yeager Airport

3. Destination address: _____

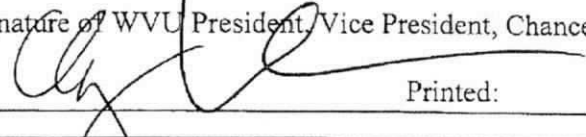
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	7/29/15	Morgantown	8:50 AM	Charleston
2	7/29/15	Charleston	7:00pm	Morgantown
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Clay Marsh	614-496-1621	VP HSC	VP HSC	Collaborative meetings	2
2						
3						
4						
5						
6						
7						

4. Lead passenger name / cell number: _____

5. Ground transportation:
 No ground transportation required.
 I prefer to set up my own ground transportation.
 I prefer to have LJ Aviation set up ground transportation. Details: _____

6. Catering:
 No catering required.
 Catering is required. Details: _____

7. Signature of WVU President, Vice President, Chancellor or designee:
 X  Printed: _____ Date: 7/28/15

For internal use:
8. Approved by WVU President's Office: _____ Date sent to LJ Aviation: _____

WEST VIRGINIA UNIVERSITY
ROBERT C. BYRD HEALTH SCIENCES CENTER

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CLAY B. MARSH
CHARLESTON DIVISION TRIP
JULY 29, 2015

8:50 am	Depart Morgantown Airport - WVU Plane
9:30am	Arrive – Charleston Meet Renee Gorrell, Director of Development HSC Charleston Division Cell: 304-610-6888 - she will provide transportation for most of the day
10:00 – 11:00 am	Steve Roberts, President, WV Chamber of Commerce 1624 Kanawha Blvd., East, Charleston, WV 25311 Phone: 304-342-1115
11:00 – 11:30 am	Travel to WVU HSC Charleston Division 3200 MacCorkle Ave., SE, Charleston, WV 25304 Phone: 304-347-1206 (Dr. Linton's Office)
11:30 – 12:00 pm	Arrival at WVU HSC Charleston Division
12:00 - 1:00 pm	CONNECT WITH CLAY WVU HSC Charleston Division (Bill Case to meet you at event & accompany you to Interview with Mr. Cary at 2:30) (Bill's Cell: 304-276-8559)
1:00 - 2:00 pm	Dr. John Linton, WVU HSC Charleston Division
2:00 - 2:30 pm	Travel to WV Media Office 350 Quarrier Street, Charleston, WV 25301 Phone: 304-345-7711
2:30 - 3:30 pm	Interview – Mr. Bray Cary, President & Chief Executive Officer, WV Media
3:30 - 3:45 pm	Travel to Clay Center for the Arts & Sciences 1 Clay Square, Charleston, WV 25301 Please park at circular drive at Clay Center-Box Office can direct to Conference Room
3:45 - 4:45 pm	Mr. L. Newton Thomas, Jr. (SoM Visiting Committee Member) Developer of ITT Carbon Industries Conference Room, Clay Center for the Arts & Sciences
4:45 - 5:00 pm	Travel to Chophouse Restaurant 1003 Charleston Town Center, Charleston, WV 25389
5:00 - 5:30 pm	Break
5:30 - 6:30 pm	Dinner with Dr. Ahmed Faheem, President, WV Board of Medicine and Mr. Robert Knittle, Executive Director, WV Board of Medicine Chophouse at the Charleston Mall (West Entrance)
6:30 pm	Travel to Charleston Airport (Mr. Knittle to drive)
7:00 pm	Flight Departs to Morgantown
7:40 pm	Arrival at Morgantown Airport