

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: CTSI Collaborative meeting - see attached itinerary

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

2. Destination airport (if known): Yeager Airport

3. Destination address: \_\_\_\_\_

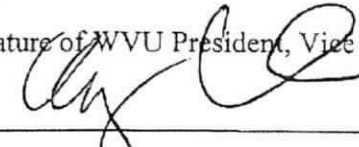
| Leg: | Trip date: | Departure City: | Departure Time: | Arrival City: |
|------|------------|-----------------|-----------------|---------------|
| 1    | 7/31/15    | Morgantown      | 6:30am          | Charleston    |
| 2    | 7/31/15    | Charleston      | 10:30am         | Morgantown    |
| 3    |            |                 |                 |               |
| 4    |            |                 |                 |               |

|   | Name          | Cell number  | Department           | VP Division          | Business Justification      | Code |
|---|---------------|--------------|----------------------|----------------------|-----------------------------|------|
| 1 |               |              |                      |                      |                             |      |
| 2 | Clay B. Marsh | 614-496-1621 | VP                   | VP HSC               | CTSI Collaborative meetings | 2    |
| 3 | Bill Case     | 304-276-8559 | University Relations | University Relations | CTSI Collaborative meetings | 2    |
| 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: _____ |
| Printed name: _____                          | Updated: 12/29/2014             |

# L.J. AVIATION

## Passenger Itinerary

Trip#: 057049  
 Trip Date: FRI 31 JUL 2015  
 Aircraft: N5AE - KING AIR B200  
 Printout: 07/30/2015 08:34PM

Crew: BROCK, JOHN MITCHELL (JMB)  
 BOLEKY, PAUL EUGENE (PEB)

724-875-5701  
 724-875-5055

Note: Please review the TSA Web Site for passenger guidelines on carry on and checked luggage. You may find this info at <http://www.tsa.gov/traveler-information/prohibited-items>

| Leg        | Departure  | Time          | Arrival  | Time          | Dist | ETE   | Pax |
|------------|--|---------------|--|---------------|------|-------|-----|
| FRI 31 JUL |  |               |  |               |      |       |     |
| 1          | MORGANTOWN, WV<br>MGW MORGANTOWN MUNI<br>FBO: MORGANTOWN AIRPORT | 7:30A<br>EDT  | CHARLESTON, WV<br>CRW YEAGER<br>FBO: EXEC AIR TERM-AVITAT        | 8:07A<br>EDT  | 134  | 00:37 | 2   |
|            | MORGANTOWN, WV USA<br>Phone: 304-296-2359<br>Fax: 304-296-2835   |               | CHARLESTON, WV USA<br>Phone: 304-343-8818<br>Fax: 304-343-5716   |               |      |       |     |
| 2          | CHARLESTON, WV<br>CRW YEAGER<br>FBO: EXEC AIR TERM-AVITAT        | 10:30A<br>EDT | MORGANTOWN, WV<br>MGW MORGANTOWN MUNI<br>FBO: MORGANTOWN AIRPORT | 11:07A<br>EDT | 134  | 00:37 | 2   |
|            | CHARLESTON, WV USA<br>Phone: 304-343-8818<br>Fax: 304-343-5716   |               | MORGANTOWN, WV USA<br>Phone: 304-296-2359<br>Fax: 304-296-2835   |               |      |       |     |

| <u>Passenger Names</u> | <u>Phone</u> | LEG: 1 2 |
|------------------------|--------------|----------|
| 1 CLAY MARSH           | 614-496-1621 | X X      |
| 2 WILLIAM JAMES CASE   | 304-276-8559 | X X      |

### Catering

Leg 1 PAX : Standard onboard snacks and beverages. 7/28hts  
 Leg 2 PAX: Standard onboard snacks and beverages

### Passenger Transportation

Leg 1 none required. 7/28hts  
 Leg 2 @ CRW  
 None required  
 \_\_\_\_\_  
 @ MGW  
 None required

WEST VIRGINIA UNIVERSITY  
**ROBERT C. BYRD HEALTH SCIENCES CENTER**  
 ❖  
**CLAY B. MARSH**  
**CHARLESTON DIVISION TRIP**  
**JULY 29, 2015**

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

**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: \_\_\_\_\_

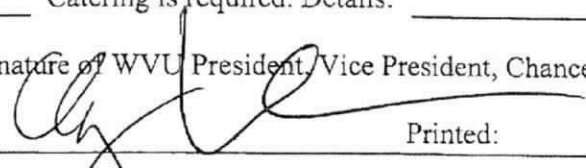
5. Ground transportation:

- 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: \_\_\_\_\_

# L.J. AVIATION

## Passenger Itinerary

Trip#: 057047  
 Trip Date: WED 29 JUL 2015  
 Aircraft: N5AE - KING AIR B200  
 Printout: 08/17/2015 02:16PM

Crew: BROCK, JOHN MITCHELL (JMB) 724-875-5701  
 BOLEKY, PAUL EUGENE (PEB) 724-875-5055

Note: Please review the TSA Web Site for passenger guidelines on carry on and checked luggage. You may find this info at <http://www.tsa.gov/traveler-information/prohibited-items>

| Leg        | Departure                 | Time  | Arrival                   | Time  | Dist | ETE   | Pax |
|------------|---------------------------|-------|---------------------------|-------|------|-------|-----|
| WED 29 JUL |                           |       |                           |       |      |       |     |
| 1          | MORGANTOWN, WV            | 8:50A | CHARLESTON, WV            | 9:27A | 134  | 00:37 | 1   |
|            | MGW MORGANTOWN MUNI       | EDT   | CRW YEAGER                | EDT   |      |       |     |
|            | FBO: MORGANTOWN AIRPORT   |       | FBO: EXEC AIR TERM-AVITAT |       |      |       |     |
|            | MORGANTOWN, WV USA        |       | CHARLESTON, WV USA        |       |      |       |     |
|            | Phone: 304-296-2359       |       | Phone: 304-343-8818       |       |      |       |     |
|            | Fax: 304-296-2835         |       | Fax: 304-343-5716         |       |      |       |     |
| 2          | CHARLESTON, WV            | 7:00P | MORGANTOWN, WV            | 7:37P | 134  | 00:37 | 1   |
|            | CRW YEAGER                | EDT   | MGW MORGANTOWN MUNIC      | EDT   |      |       |     |
|            | FBO: EXEC AIR TERM-AVITAT |       | FBO: MORGANTOWN AIRPORT   |       |      |       |     |
|            | CHARLESTON, WV USA        |       | MORGANTOWN, WV USA        |       |      |       |     |
|            | Phone: 304-343-8818       |       | Phone: 304-296-2359       |       |      |       |     |
|            | Fax: 304-343-5716         |       | Fax: 304-296-2835         |       |      |       |     |

| <u>Passenger Names</u> | <u>Phone</u> | LEG: 1 2 |
|------------------------|--------------|----------|
| 1 CLAY MARSH           | 614-496-1621 | X X      |

### Catering

Leg 1 PAX: Standard on board snacks and beverages 7/28/sz  
 Leg 2 PAX: Standard on board snacks and beverages 7/28/sz

### Passenger Transportation

Leg 1 CRW: None required 7/28/sz  
 Leg 2 CRW: None required  
 \_\_\_\_\_  
 MGW: None required 7/28/sz

**West Virginia University Airplane Reservation Form**

General business purpose for trip – To meet with the State Budget Office and State Auditor to discuss OASIS payroll implementation

1. Department contact/ phone number: Melissa 3-2545
2. Destination airport (if known): Charleston
3. Destination address: State Capital

| Leg: | Trip date: | Departure City: | Departure Time: | Arrival City:  |
|------|------------|-----------------|-----------------|----------------|
| 1    | 7/28/15    | Morgantown, WV  | 8:00am          | Charleston, WV |
| 2    | 7/28/15    | Charleston, WV  | 2:30pm          | Morgantown, WV |
| 3    |            |                 |                 |                |
| 4    |            |                 |                 |                |

|   | Name          | Cell number  | Department          | VP Division | Business Justification | Code |
|---|---------------|--------------|---------------------|-------------|------------------------|------|
| 1 | Dan Durbin    | 304-290-8673 | Finance             | Admin/Fin   | see above              | 4    |
| 2 | David Watkins | 304-685-4724 | Planning & Treasury | Admin/Fin   |                        |      |
| 3 | Todd Witter   | 304-288-3699 | ITS                 | Admin/Fin   |                        |      |
| 4 | Narvel Weese  |              | VP / Admin & Fin    | Admin/Fin   |                        |      |
| 5 |               |              |                     |             |                        |      |
| 6 |               |              |                     |             |                        |      |
| 7 |               |              |                     |             |                        |      |

Lead passenger name/cell number: Dan Durbin 304-290-8673

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: Catering:
- No catering required.
- Catering is required. Details: \_\_\_\_\_

4. Signature of WVU President, Vice President, Chancellor or designee:

*Melissa A. Patterson* Printed: Melissa A. Patterson Date: 7/27/15

For internal use:

5. Approved by WVU President's Office: *[Signature]* Date sent to LJ Aviation: 7/27/15  
 Printed name: Amy Garbriek Updated: 12/29/2014

# L.J. AVIATION

## Passenger Itinerary

Trip#: 057040  
 Trip Date: TUE 28 JUL 2015  
 Aircraft: N5AE - KING AIR B200  
 Printout: 07/28/2015 08:26AM

Crew: BROCK, JOHN MITCHELL (JMB) 724-875-5701  
 BOLEKY, PAUL EUGENE (PEB) 724-875-5055

Note: Please review the TSA Web Site for passenger guidelines on carry on and checked luggage. You may find this info at <http://www.tsa.gov/traveler-information/prohibited-items>

| Leg        | Departure  | Time         | Arrival   | Time         | Dist | ETE   | Pax |
|------------|--|--------------|---|--------------|------|-------|-----|
| TUE 28 JUL |  |              |   |              |      |       |     |
| 1          | MORGANTOWN, WV<br>MGW MORGANTOWN MUNI<br>FBO: MORGANTOWN AIRPORT | 8:00A<br>EDT | CHARLESTON, WV<br>CRW YEAGER<br>FBO: EXEC AIR TERM-AVITAT         | 8:37A<br>EDT | 134  | 00:37 | 4   |
|            | MORGANTOWN, WV USA<br>Phone: 304-296-2359<br>Fax: 304-296-2835   |              | CHARLESTON, WV USA<br>Phone: 304-343-8818<br>Fax: 304-343-5716    |              |      |       |     |
| 2          | CHARLESTON, WV<br>CRW YEAGER<br>FBO: EXEC AIR TERM-AVITAT        | 2:30P<br>EDT | MORGANTOWN, WV<br>MGW MORGANTOWN MUNIC<br>FBO: MORGANTOWN AIRPORT | 3:07P<br>EDT | 134  | 00:37 | 4   |
|            | CHARLESTON, WV USA<br>Phone: 304-343-8818<br>Fax: 304-343-5716   |              | MORGANTOWN, WV USA<br>Phone: 304-296-2359<br>Fax: 304-296-2835    |              |      |       |     |

| <u>Passenger Names</u>  | <u>Phone</u> | LEG: 1 2 |
|-------------------------|--------------|----------|
| 1 DANIEL ALDEN DURBIN   | 304-290-8673 | X X      |
| 2 DAVID WATKINS         |              | X X      |
| 3 JOHNATHAN TODD WITTER |              | X X      |
| 4 NARVEL G. WEESE, JR.  | 304-216-2244 | X X      |

### Catering

Leg 1 PAX: Standard on board snacks and beverages 7/27as  
 Leg 2 PAX: Standard on board snacks and beverages 7/27as

### Passenger Transportation

Leg 1 CRW: None Required 7/27as  
 Leg 2 MGW: None Required 7/27as

### Airport Information

Leg 1 Hours of operation @ Exec Air - CRW: 24/7

**West Virginia University Airplane Reservation Form**

General business purpose for trip – At the request of Rob Moyer, Lisa will be looking at the houses on WVU Beckley Campus and taking measurements to be used for CAD drawings that we are required to have.

\*Lisa is joining a flight that is already scheduled to Beckley. - AG

1. Department contact/ phone number: Melissa 3-2545
2. Destination airport (if known): Beckley
3. Destination address: WVU Beckley Campus

| Leg: | Trip date: | Departure City: | Departure Time: | Arrival City:  |
|------|------------|-----------------|-----------------|----------------|
| 1    | 7/27/15    | Morgantown, WV  | 8:45am          | Beckley, WV    |
| 2    | 7/27/15    | Beckley, WV     | 2:45pm          | Morgantown, WV |
| 3    |            |                 |                 |                |
| 4    |            |                 |                 |                |

|   | Name          | Cell number  | Department | VP Division | Business Justification | Code |
|---|---------------|--------------|------------|-------------|------------------------|------|
| 1 | Lisa Kniceley | 304-290-9983 | Facilities | Admin / Fin | see above              | 4    |
| 2 |               |              |            |             |                        |      |
| 3 |               |              |            |             |                        |      |
| 4 |               |              |            |             |                        |      |
| 5 |               |              |            |             |                        |      |
| 6 |               |              |            |             |                        |      |
| 7 |               |              |            |             |                        |      |

Lead passenger name/cell number: Lisa Kniceley 304-29-9983

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: Catering:
- No catering required.
- Catering is required. Details: \_\_\_\_\_

4. Signature of WVU President, Vice President, Chancellor or designee:

Melissa A. Peterson Printed: Melissa A. Peterson Date: 7-24-15

|   |  |
|---|--|
| For internal use:   |  |
| 5. Approved by WVU President's Office: <u>[Signature]</u> | Date sent to LJ Aviation: <u>7/24/15</u> |
| Printed name: <u>Amy Garbrick</u>                         | Updated: 12/29/2014                      |



Missing Geo

**West Virginia University Airplane Reservation Form**

- 1. General business purpose for trip: Attend HEPC Summit meeting: Beckley
- 2. Department contact/ phone number: Laura Hackett / 5701
- 3. Destination airport (if known): Raleigh County Memorial (BKW) Airport
- 4. Destination address: Erma Byrd Center, 300 University Drive, Beaver West Virginia

| Leg: | Trip date: | Departure City:      | Departure Time: | Arrival City:        |
|------|------------|----------------------|-----------------|----------------------|
| 1    | 7/27/2015  | Morgantown, WV (MGW) | 8:45 am         | BKW                  |
| 2    | 7/27/2015  | BKW                  | 2:45 pm         | Morgantown, WV (MGW) |
| 3    |            |                      |                 |                      |
| 4    |            |                      |                 |                      |

|   | Name               | Cell number  | Department            | VP Division      | Business Justification  | Code |
|---|--------------------|--------------|-----------------------|------------------|---|------|
| 1 | Joyce McConnell    | 304 282 1693 | Office of the Provost | Academic Affairs | Attendance required per HEPC to attend Summit meeting; discussing WVU's move to Beckley area with other local institutions. | 2    |
| 2 | Sue Day - Perroots | 304 224 3756 | Academic Innovation   | Academic Affairs | Same as above   | 2    |
| 3 |                    |              |                       |                  |   |      |
| 4 |                    |              |                       |                  |   |      |
| 5 |                    |              |                       |                  |   |      |
| 6 |                    |              |                       |                  |   |      |
| 7 |                    |              |                       |                  |   |      |

5. Lead passenger name / cell number: Joyce McConnell 304 282 1693

6. 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: Please arrange a rental car for these two passengers upon arrival

7. Catering:
- No catering required.
  - Catering is required. Details: \_\_\_\_\_

8. Signature of WVU President, Vice President, Chancellor or designee: xjauratackett Printed: LAURA HACKETT Date: 7/17/15

|  |                                   |  |
|--|-----------------------------------|--|
| For internal use:                      |                                   |  |
| 9. Approved by WVU President's Office: | <u>AJG</u><br><u>Amy Garbrick</u> | Date sent to LJ Aviation: <u>7/19/15</u> |

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Meeting with Congressman McKinley (in Washington, DC with Rob Alsop)
2. Department contact/ phone number: Angie Eaglen 3-5841
3. Destination airport (if known): Dulles Int'l
4. Destination address: Congressman McKinley's office

| Leg: | Trip date:    | Departure City:        | Departure Time:    | Arrival City: |
|------|---------------|------------------------|--------------------|---------------|
| 1    | July 24, 2015 | Morgantown             | 9:15 AM            | Dulles        |
| 2    | July 24, 2015 | Dulles                 | <del>3:00 PM</del> | Morgantown    |
| 3    |               | MGW                    |                    | Lewisburg     |
| 4    |               | Lewisburg, back to IAD |                    |               |


| 5    |                        | IAD back to MGW  |                    |                        |   |      |  |
|------|------------------------|------------------|--------------------|------------------------|---|------|--|
| 6    | July 27 2015           | Lewisburg to MGW |                    |                        |   |      |  |
| Name | Cell number            | Department       | VP Division        | Business Justification |   | Code |  |
| 1    | Rob Alsop<br>legs 1, 5 | 304-553-6791     | Legal              | VP Legal Affairs       |   | 2    |  |
| 2    | Gordon Gee, legs 3, 6  |                  | President's Office | President's Office     | President Gee will travel to Lewisburg to participate in events surrounding the National Governor's Association at the Greenbrier Resort. |      |  |
| 3    |                        |                  |                    |                        |   |      |  |
| 4    |                        |                  |                    |                        |   |      |  |
| 5    |                        |                  |                    |                        |   |      |  |
| 6    |                        |                  |                    |                        |   |      |  |
| 7    |                        |                  |                    |                        |   |      |  |

5. Lead passenger name / cell number: Rob Alsop 304-553-6791

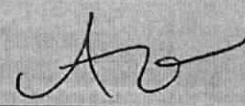
6. Ground transportation:
- No ground transportation required.
- I prefer to set up my own ground transportation.
- I prefer to have LJ Aviation set up ground transportation. Details: \_\_\_\_\_

7. Catering:
- No catering required.
- Catering is required. Details: \_\_\_\_\_

8. Signature of WVU President, Vice President, Chancellor or designee:

X  Printed: Rob ALSOP Date: 7-23-15

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 7/23/15

Printed name: Amy Garbick Updated: 12/29/2014

# L.J. AVIATION

## Passenger Itinerary

Trip#: 056937

Crew: BROCK, JOHN MITCHELL (JMB)

724-875-5701

Trip Date: MON 27 JUL 2015

SOLIS, SCOTT CHARLES (SCS)

Aircraft: N5AE - KING AIR B200

Printout: 07/27/2015 08:52AM

Note: Please review the TSA Web Site for passenger guidelines on carry on and checked luggage. You may find this info at <http://www.tsa.gov/traveler-information/prohibited-items>

| Leg | Departure     | Time         | Arrival | Time | Dist | ETE | Pax |
|-----|---------------|--------------|---------|------|------|-----|-----|
| 4   | DR GORDON GEE | 304-376-2879 |         |      |      |     | X   |

### Catering

Leg 1 PAX - Standard onboard snacks and beverages. -7/14sas  
Leg 3 PAX - Standard onboard snacks and beverages. -7/17sas  
Leg 5 PAX - Standard onboard snacks and beverages. -7/14sas

### Passenger Transportation

Leg 1 None required. -7/14sas  
Leg 3 @LWB:  
Passenger returning rental. -7/17sas

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@MGW:  
None required. -7/17sas  
Leg 5 None required. -7/14sas

### Miscellaneous Info

Leg 3 Outbound on 7/24.

# L.J. AVIATION

## Passenger Itinerary

Trip#: 056937 Crew: BROCK, JOHN MITCHELL (JMB) 724-875-5701  
 Trip Date: MON 27 JUL 2015 SOLIS, SCOTT CHARLES (SCS)  
 Aircraft: N5AE - KING AIR B200  
 Printout: 07/27/2015 08:52AM

Note: Please review the TSA Web Site for passenger guidelines on carry on and checked luggage. You may find this info at <http://www.tsa.gov/traveler-information/prohibited-items>

| Leg        | Departure  | Time          | Arrival   | Time          | Dist | ETE   | Pax |
|------------|--|---------------|---|---------------|------|-------|-----|
| MON 27 JUL |  |               |   |               |      |       |     |
| 1          | MORGANTOWN, WV<br>MGW MORGANTOWN MUNI<br>FBO: MORGANTOWN AIRPORT | 8:45A<br>EDT  | BECKLEY, WV<br>BKW RALEIGH COUNTY MEM<br>FBO: RALEIGH CO MEMORIAL | 9:25A<br>EDT  | 150  | 00:40 | 3   |
|            | MORGANTOWN, WV USA<br>Phone: 304-296-2359<br>Fax: 304-296-2835   |               | BECKLEY, WV USA<br>Phone: 304-255-0476<br>Fax: 304-253-2095       |               |      |       |     |
| 2          | BECKLEY, WV<br>BKW RALEIGH COUNTY ME<br>FBO: RALEIGH CO MEMORIAL | 10:00A<br>EDT | LEWISBURG, WV<br>LWB GREENBRIER VALLEY<br>FBO: GREENBRIER VALLEY  | 10:21A<br>EDT | 60   | 00:21 | 0   |
|            | BECKLEY, WV USA<br>Phone: 304-255-0476<br>Fax: 304-253-2095      |               | LEWISBURG, WV USA<br>Phone: 304-645-3961x5<br>Fax: 304-645-4683   |               |      |       |     |
| 3          | LEWISBURG, WV<br>LWB GREENBRIER VALLEY<br>FBO: GREENBRIER VALLEY | 1:00P<br>EDT  | MORGANTOWN, WV<br>MGW MORGANTOWN MUNIC<br>FBO: MORGANTOWN AIRPORT | 1:37P<br>EDT  | 134  | 00:37 | 1   |
|            | LEWISBURG, WV USA<br>Phone: 304-645-3961x5<br>Fax: 304-645-4683  |               | MORGANTOWN, WV USA<br>Phone: 304-296-2359<br>Fax: 304-296-2835    |               |      |       |     |
| 4          | MORGANTOWN, WV<br>MGW MORGANTOWN MUNI<br>FBO: MORGANTOWN AIRPORT | 2:00P<br>EDT  | BECKLEY, WV<br>BKW RALEIGH COUNTY MEM<br>FBO: RALEIGH CO MEMORIAL | 2:40P<br>EDT  | 150  | 00:40 | 0   |
|            | MORGANTOWN, WV USA<br>Phone: 304-296-2359<br>Fax: 304-296-2835   |               | BECKLEY, WV USA<br>Phone: 304-255-0476<br>Fax: 304-253-2095       |               |      |       |     |
| 5          | BECKLEY, WV<br>BKW RALEIGH COUNTY ME<br>FBO: RALEIGH CO MEMORIAL | 3:00P<br>EDT  | MORGANTOWN, WV<br>MGW MORGANTOWN MUNIC<br>FBO: MORGANTOWN AIRPORT | 3:40P<br>EDT  | 150  | 00:40 | 3   |
|            | BECKLEY, WV USA<br>Phone: 304-255-0476<br>Fax: 304-253-2095      |               | MORGANTOWN, WV USA<br>Phone: 304-296-2359<br>Fax: 304-296-2835    |               |      |       |     |

### Passenger Names

|                            | Phone        | LEG: 1 2 3 4 5 |
|----------------------------|--------------|----------------|
| 1 JOYCE ELLEN MCCONNELL    | 304-282-1693 | X X            |
| 2 SUSAN DIANE DAY-PERROOTS | 304-224-3756 | X X            |
| 3 LISA LYNN KNICELEY       |              | X X            |

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Meeting with Congressman McKinley (in Washington, DC with Rob Alsop)
2. Department contact/ phone number: Angie Eaglen 3-5841
3. Destination airport (if known): Dulles Int'l
4. Destination address: Congressman McKinley's office

| Leg: | Trip date:    | Departure City:        | Departure Time:    | Arrival City: |
|------|---------------|------------------------|--------------------|---------------|
| 1    | July 24, 2015 | Morgantown             | 9:15 AM            | Dulles        |
| 2    | July 24, 2015 | Dulles                 | <del>3:00 PM</del> | Morgantown    |
| 3    |               | MGW                    |                    | Lewisburg     |
| 4    |               | Lewisburg, back to IAD |                    |               |

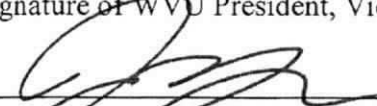
| 5 | July 27 2015           | IAD back to MGW |                    |                    |   |      |
|---|------------------------|-----------------|--------------------|--------------------|---|------|
| 6 | Name                   | Cell number     | Department         | VP Division        | Business Justification  | Code |
| 1 | Rob Alsop<br>legs 1, 5 | 304-553-6791    | Legal              | VP Legal Affairs   |   | 2    |
| 2 | Gordon Gee, legs 3, 6  |                 | President's Office | President's Office | President Gee will travel to Lewisburg to participate in events surrounding the National Governor's Association at the Greenbrier Resort. |      |
| 3 |                        |                 |                    |                    |   |      |
| 4 |                        |                 |                    |                    |   |      |
| 5 |                        |                 |                    |                    |   |      |
| 6 |                        |                 |                    |                    |   |      |
| 7 |                        |                 |                    |                    |   |      |

5. Lead passenger name / cell number: Rob Alsop 304-553-6791

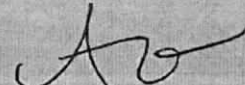
6. Ground transportation:
- No ground transportation required.
- I prefer to set up my own ground transportation.
- I prefer to have LJ Aviation set up ground transportation. Details: \_\_\_\_\_

7. Catering:
- No catering required.
- Catering is required. Details: \_\_\_\_\_

8. Signature of WVU President, Vice President, Chancellor or designee:

X  Printed: Rob Alsop Date: 7-23-15

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 7/23/15

Printed name: Amy Garbick Updated: 12/29/2014

# L.J. AVIATION

## Passenger Itinerary

Trip#: 056974 Crew: LECKEY, KAREN BETH (KL) 724-875-8833  
Trip Date: FRI 24 JUL 2015 BOLEKY, PAUL EUGENE (PEB) 724-875-5055  
Aircraft: N5AE - KING AIR B200  
Printout: 08/17/2015 02:15PM

Note: Please review the TSA Web Site for passenger guidelines on carry on and checked luggage. You may find this info at <http://www.tsa.gov/traveler-information/prohibited-items>

| Leg | Departure | Time | Arrival | Time | Dist | ETE | Pax |
|-----|-----------|------|---------|------|------|-----|-----|
|-----|-----------|------|---------|------|------|-----|-----|

| <u>Passenger Names</u> | <u>Phone</u> | LEG: | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |
|------------------------|--------------|------|----------|----------|----------|----------|----------|
| 1 JAMES ROBERT ALSOP   | 304-553-6791 |      |          | X        |          |          | X        |
| 2 DR GORDON GEE        | 304-376-2879 |      |          |          | X        |          |          |

### Catering

Leg 1 PAX - Standard onboard snacks and beverages. -7/23sas  
Leg 3 PAX - Standard onboard snacks and beverages. -7/17sas  
Leg 5 PAX - Standard onboard snacks and beverages.

### Passenger Transportation

Leg 1 CREW - radio 20 mins out for a taxi for the passenger. -7/23sas  
Leg 3 Arranged with Zack at Enterprise (p)304- 645-2800 for a LG SUV (Tahoe) in Dr Gee's name. Rental will be delivered by 1200 on 7/24 to LWB - Greenbrier arriving on 5AE. Rental will be returned on 7/27. CF#1RDLGW. -7/17sas

-Crew - passenger will need to show his drivers license and credit card.

Leg 5 None required. -7/23sas

# L.J. AVIATION

## Passenger Itinerary

Trip#: 056974

Crew: LECKEY, KAREN BETH (KL)  
BOLEKY, PAUL EUGENE (PEB)

724-875-8833

Trip Date: FRI 24 JUL 2015

724-875-5055

Aircraft: N5AE - KING AIR B200

Printout: 08/17/2015 02:15PM

Note: Please review the TSA Web Site for passenger guidelines on carry on and checked luggage. You may find this info at <http://www.tsa.gov/traveler-information/prohibited-items>

| Leg        | Departure   | Time          | Arrival   | Time          | Dist | ETE   | Pax |
|------------|---|---------------|---|---------------|------|-------|-----|
| FRI 24 JUL |   |               |   |               |      |       |     |
| 1          | MORGANTOWN, WV<br>MGW MORGANTOWN MUNI<br>FBO: MORGANTOWN AIRPORT<br><br>MORGANTOWN, WV USA<br><br>Phone: 304-296-2359<br>Fax: 304-296-2835                                | 9:15A<br>EDT  | WASHINGTON, DC<br>IAD DULLES INTL<br>FBO: SIGNATURE FLIGHT SUPPORT<br>23950 WIND SOCK DRIVE<br>SUITE 2000<br>DULLES, VA 20166<br>Phone: 703-572-0001<br>Fax: 703-572-0011 | 10:02A<br>EDT | 147  | 00:47 | 1   |
| 2          | WASHINGTON, DC<br>IAD DULLES INTL<br>FBO: SIGNATURE FLIGHT SUPPORT<br>23950 WIND SOCK DRIVE<br>SUITE 2000<br>DULLES, VA 20166<br>Phone: 703-572-0001<br>Fax: 703-572-0011 | 10:30A<br>EDT | MORGANTOWN, WV<br>MGW MORGANTOWN MUNI<br>FBO: MORGANTOWN AIRPORT<br><br>MORGANTOWN, WV USA<br><br>Phone: 304-296-2359<br>Fax: 304-296-2835                                | 11:20A<br>EDT | 147  | 00:50 | 0   |
| 3          | MORGANTOWN, WV<br>MGW MORGANTOWN MUNI<br>FBO: MORGANTOWN AIRPORT<br><br>MORGANTOWN, WV USA<br><br>Phone: 304-296-2359<br>Fax: 304-296-2835                                | 12:30P<br>EDT | LEWISBURG, WV<br>LWB GREENBRIER VALLEY<br>FBO: GREENBRIER VALLEY<br><br>LEWISBURG, WV USA<br><br>Phone: 304-645-3961x5<br>Fax: 304-645-4683                               | 1:07P<br>EDT  | 134  | 00:37 | 1   |
| 4          | LEWISBURG, WV<br>LWB GREENBRIER VALLEY<br>FBO: GREENBRIER VALLEY AIRPO<br>ROUTE 219 NORTH<br>LEWISBURG, WV 24901<br><br>Phone: 304-645-3961<br>Fax: 304-645-4683          | 1:30P<br>EDT  | WASHINGTON, DC<br>IAD DULLES INTL<br>FBO: SIGNATURE FLIGHT SUPPORT<br>23950 WIND SOCK DRIVE<br>SUITE 2000<br>DULLES, VA 20166<br>Phone: 703-572-0001<br>Fax: 703-572-0011 | 2:24P<br>EDT  | 178  | 00:54 | 0   |
| 5          | WASHINGTON, DC<br>IAD DULLES INTL<br>FBO: SIGNATURE FLIGHT SUPPORT<br>23950 WIND SOCK DRIVE<br>SUITE 2000<br>DULLES, VA 20166<br>Phone: 703-572-0001<br>Fax: 703-572-0011 | 3:00P<br>EDT  | MORGANTOWN, WV<br>MGW MORGANTOWN MUNI<br>FBO: MORGANTOWN AIRPORT<br><br>MORGANTOWN, WV USA<br><br>Phone: 304-296-2359<br>Fax: 304-296-2835                                | 3:50P<br>EDT  | 147  | 00:50 | 1   |

**West Virginia University Airplane Reservation Form**

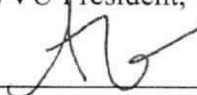
1. General business purpose for trip: Travel as part of President Gee's 55-county tour to Logan and Wyoming counties.
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): BKW
4. Destination address: \_\_\_\_\_

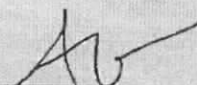
| Leg: | Trip date: | Departure City: | Departure Time: | Arrival City: |
|------|------------|-----------------|-----------------|---------------|
| 1    | 7/21/2015  | MGW             |                 | BKW           |
| 2    |            |                 |                 |               |
| 3    |            |                 |                 |               |
| 4    |            |                 |                 |               |

|   | Name          | Cell number | Department               | VP Division              | Business Justification | Code |
|---|---------------|-------------|--------------------------|--------------------------|------------------------|------|
| 1 | Gordon Gee    |             | President's Office       | President's Office       | <i>see above</i>       | 3    |
|   | Ann Berry     |             | University Relations AVP | University Relations     |                        | 3    |
|   | Sharon Martin |             | University Relations VP  | University Relations     |                        | 3    |
|   | Ken Blemmings |             | Honors College Dean      | Academic Affairs/Provost |                        | 3    |
|   | Tara Hulsey   |             | School of Nursing Dean   | Health Sciences Center   |                        | 3    |

5. Lead passenger name / cell number: \_\_\_\_\_ Gee- on file
6. 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: \_\_\_\_\_

7. Catering:
  - No catering required.
  - Catering is required. Details: \_\_\_\_\_

8. Signature of WVU President, Vice President, Chancellor or designee:
   
  Printed: Amy Garbrick Date: 7/20/15

|   |  |
|---|--|
| For internal use:   |  |
| 9. Approved by WVU President's Office: <u></u> | Date sent to LJ Aviation: <u>7/20/15</u> |
| Printed name: <u>Amy Garbrick</u>   | Updated: 12/29/2014                      |



# L.J. AVIATION

## Passenger Itinerary

Trip#: 056921 Crew: LECKEY, KAREN BETH (KL) 724-875-8833  
Trip Date: TUE 21 JUL 2015 BOLEKY, PAUL EUGENE (PEB) 724-875-5055  
Aircraft: N5AE - KING AIR B200  
Printout: 07/20/2015 11:07AM

Note: Please review the TSA Web Site for passenger guidelines on carry on and checked luggage. You may find this info at <http://www.tsa.gov/traveler-information/prohibited-items>.

| Leg        | Departure  | Time         | Arrival   | Time         | Dist | ETE   | Pax |
|------------|--|--------------|---|--------------|------|-------|-----|
| TUE 21 JUL |  |              |   |              |      |       |     |
| 1          | MORGANTOWN, WV<br>MGW MORGANTOWN MUNI<br>FBO: MORGANTOWN AIRPORT | 7:15A<br>EDT | BECKLEY, WV<br>BKW RALEIGH COUNTY MEM<br>FBO: RALEIGH CO MEMORIAL | 7:55A<br>EDT | 150  | 00:40 | 5   |
|            | MORGANTOWN, WV USA<br>Phone: 304-296-2359<br>Fax: 304-296-2835   |              | BECKLEY, WV USA<br>Phone: 304-255-0476<br>Fax: 304-253-2095       |              |      |       |     |

| <u>Passenger Names</u>  | <u>Phone</u> | LEG: 1 |
|-------------------------|--------------|--------|
| 1 DR GORDON GEE         | 304-376-2879 | X      |
| 2 ANN BAILEY BERRY      | 304-216-3938 | X      |
| 3 SHARON MARTIN         | 765-404-8404 | X      |
| 4 KENNETH PAUL BLEMINGS |              | X      |
| 5 TARA HULSEY           | 843-709-9510 | X      |

### Catering

Leg 1 PAX - Standard onboard snacks and beverages. -7/10sas

### Passenger Transportation

Leg 1 TRANSPORTATION ONE WAY FROM BKW TO MGW  
Arranged with Rich at Enterprise (p)304-252-1227 for a one way Van rental in Ann Berry's name.  
Rental will be delivered to BKW - Raleigh by 1730 on 7/20 and return on 7/22 to MGW.  
Billed to sas's cc. (tail #5AE) CF#1PB4CW. -7/10sas

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Visit with Purdue research computing staff
2. Department contact/ phone number: Stacey Kearns 304-293-9091
3. Destination airport (if known): West Lafayette, Indiana
4. Destination address: Purdue University - 610 Purdue Mall, West Lafayette, IN 47907

| Leg: | Trip date: | Departure City:  | Departure Time: | Arrival City:    |
|------|------------|------------------|-----------------|------------------|
| 1    | 7/17/15    | Morgantown (MGW) | 7:00 a.m.       | West Lafayette   |
| 2    | 7/17/15    | West Lafayette   | 4:30 p.m.       | Morgantown (MGW) |

|   | Name          | Cell number  | Department    | VP Division      | Business Justification   | Code        |
|---|---------------|--------------|---------------|------------------|--|-------------|
| 1 | John Campbell | 765-430-7195 | WVU ITS       | Academic Affairs | Visiting Purdue to meet with their research computing staff to discuss possibilities, ask technical details about the cluster deployments, talk about potential partnerships, etc. | 5           |
| 2 | Brice Knotts  | 304-290-0849 |               | Academic Affairs |  |             |
| 3 | Brent Cramer  | 724-557-4686 |               | Academic Affairs |  |             |
| 4 | Nathan Gregg  | 681-404-2773 |               | Academic Affairs |  |             |
| 5 | Steve Belcher | 681-214-3389 |               |                  |  |             |
| 6 | Tahlia Thomas |              | <i>WVUITS</i> | <i>AA</i>        | <i>same</i>  | <i>same</i> |

5. Lead passenger name / cell number: John Campbell 765-430-7195

6. 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.

7. Catering:
- No catering required.
- Catering is required. Details: \_\_\_\_\_

8. Signature of WVU President, Vice President, Chancellor or designee:

*[Signature]* Printed: Ann Claycomb Date: 7/6/15

|  |                    |   |
|--|--------------------|---|
| For internal use:                      |                    |   |
| 9. Approved by WVU President's Office: | <i>[Signature]</i> | Date sent to LJ Aviation: <u>7/6/15</u> |
| Printed name:                          | <u>Amy Garbick</u> | Updated: 12/29/2014                     |

# L.J. AVIATION

## Passenger Itinerary

Trip#: 056868 Crew: HIMES, CHRISTOPHER WILLIAM 724-875-8828  
 Trip Date: FRI 17 JUL 2015 (CH) 724-875-8967  
 Aircraft: N6NY - CITATION ULTRA SIMPSON, JULIAN PAUL (JPS)  
 Printout: 08/17/2015 01:37PM

Note: Please review the TSA Web Site for passenger guidelines on carry on and checked luggage. You may find this info at <http://www.tsa.gov/traveler-information/prohibited-items>

| Leg        | Departure               | Time  | Arrival                 | Time  | Dist | ETE   | Pax |
|------------|-------------------------|-------|-------------------------|-------|------|-------|-----|
| FRI 17 JUL |                         |       |                         |       |      |       |     |
| 1          | MORGANTOWN, WV          | 7:00A | LAFAYETTE, IN           | 8:12A | 366  | 01:12 | 6   |
|            | MGW MORGANTOWN MUNI     | EDT   | LAF PURDUE UNIVERSITY   | EDT   |      |       |     |
|            | FBO: MORGANTOWN AIRPORT |       | FBO: LAFAYETTE AVIATION |       |      |       |     |
|            | MORGANTOWN, WV USA      |       | LAFAYETTE, IN USA       |       |      |       |     |
|            | Phone: 304-296-2359     |       | Phone: 765-743-9692     |       |      |       |     |
|            | Fax: 304-296-2835       |       | Fax: 765-743-6136       |       |      |       |     |
| 2          | LAFAYETTE, IN           | 4:30P | MORGANTOWN, WV          | 5:35P | 366  | 01:05 | 6   |
|            | LAF PURDUE UNIVERSITY   | EDT   | MGW MORGANTOWN MUNI     | EDT   |      |       |     |
|            | FBO: LAFAYETTE AVIATION |       | FBO: MORGANTOWN AIRPORT |       |      |       |     |
|            | LAFAYETTE, IN USA       |       | MORGANTOWN, WV USA      |       |      |       |     |
|            | Phone: 765-743-9692     |       | Phone: 304-296-2359     |       |      |       |     |
|            | Fax: 765-743-6136       |       | Fax: 304-296-2835       |       |      |       |     |

| <u>Passenger Names</u>   | <u>Phone</u> | LEG: 1 2 |
|--------------------------|--------------|----------|
| 1 JOHN PATRICK CAMPBELL  | 765-430-7195 | X X      |
| 2 BRICE KNOTTS           | 303-290-0849 | X X      |
| 3 BRENT C CRAMER         | 724-557-4686 | X X      |
| 4 NATHAN GREGG           | 681-404-2773 | X X      |
| 5 STEPHEN GERALD BELCHER | 681-214-3389 | X X      |
| 6 TAHLIA THOMAS          |              | X X      |

### Catering

Leg 1 PAX - Standard onboard snacks and beverages. -7/2sas  
 Leg 2 PAX - Standard onboard snacks and beverages. -7/2sas

### Passenger Transportation

Leg 1 None required. -7/6sas  
 Leg 2 None required. -7/2sas

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Travel to Columbus, OH for meetings related to the OSU Center for Higher Education Enterprise. Following the Columbus appointments, President Gee will travel to Martinsburg, WV for a dinner meeting with the former WVU BOG Chairman, Mr. Jim Dailey.
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): MGW to CMH to MRB to MGW
4. Destination address: \_\_\_\_\_

| Leg: | Trip date: | Departure City: | Departure Time: | Arrival City: |
|------|------------|-----------------|-----------------|---------------|
| 1    | 7/15/2015  | MGW             |                 | CMH           |
| 2    | 7/16/2015  | CMH             |                 | MRB           |
| 3    |            | MRB             |                 | MGW           |
| 4    |            |                 |                 |               |

|   | Name        | Cell number | Department         | VP Division        | Business Justification | Code |
|---|-------------|-------------|--------------------|--------------------|------------------------|------|
| 1 | Gordon Gee- |             | President's Office | President's Office | See above              | 3, 1 |
|   |             |             |                    |                    |                        |      |
|   |             |             |                    |                    |                        |      |
|   |             |             |                    |                    |                        |      |

5. Lead passenger name / cell number: \_\_\_\_\_ Gee- on file

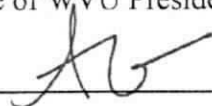
6. Ground transportation:
- No ground transportation required.
- I prefer to set up my own ground transportation.
- I prefer to have LJ Aviation set up ground transportation. Details: \_\_\_\_\_

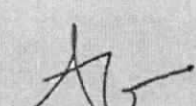
7. Catering:

No catering required.

Catering is required. Details: \_\_\_\_\_

8. Signature of WVU President, Vice President, Chancellor or designee:

X  Printed: Amy Garbrick Date: 7/14/15

|   |  |
|---|--|
| For internal use:   |  |
| 9. Approved by WVU President's Office: <u></u> | Date sent to LJ Aviation: <u>7/14/15</u> |
| Printed name: <u>Amy Garbrick</u>   | Updated: 12/29/2014                      |