

West Virginia University Airplane Reservation Form

1) General business purpose for trip:

1. Transport WVU and WVU Medicine leadership group to Martinsburg to participate in ceremonies marking the full integration of the cancer program at University Healthcare/Berkeley Medical Center into the WVU Cancer Institute.
2. While in Martinsburg, E. Gordon Gee and Clay Marsh will meet with area news media to discuss WVU's activities statewide and in the Eastern Panhandle region.
3. Mike Esposito and Bill Case of University Relations are joining the trip. Esposito will review existing signage and branding on the WVU Eastern Division campus so that he can advise the UR and HSC on how to bring branding into line with WVU standards. Case will provide staff assistance related to the media interviews.

Department contact/ phone number: Marcia DeMarco 293-1024

1. Destination airport (if known): Martinsburg, WV

2. Destination address: Eastern Division

	Trip date:	Departure From City:	Departure Time:	Arrival City:
1	May 4, 2016	Morgantown, WV	9:30am	Martinsburg, WV
2	May 4, 2016	Martinsburg, WV	2:00pm	Morgantown, WV
3				
4				

	Passengers:	Employed by department, company or affiliate:	Business justification:	Code (refer to codes document):
1	Dr. E Gordon Gee	WVU President	Travel to Eastern Division Event	5
2	Dr. Clay Marsh	WVU Health Sciences 614-496-1621	Travel to Eastern Division Event	5
3	Mr. Albert Wright	WVU Medicine 304-368-8463	Travel to Eastern Division Event	5
4	Dr. Judie Charlton	WVU Medicine 304-276-2186	Travel to Eastern Division Event	5
5	Bill Case	University Relations 304-276-8559	Travel to Eastern Division Event	5
6	Mike Esposito	University Relations 224 619 2618	Travel to Eastern Division Event	5
7				

3. Lead passenger name / cell number: Dr. Clay Marsh 614-496-1621

4. 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:

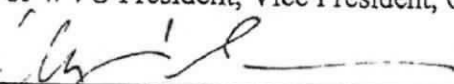
5. Catering:

No catering required.

Catering is required. Details: _____

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

X

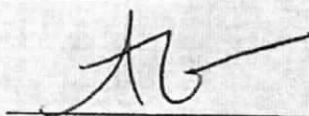


Date:

5/3/16

For internal use:

7. Approved by WVU President's Office:



Date sent to LJ Aviation:

5/3/16