

West Virginia University Airplane Reservation Form

1. General business purpose for trip: attend meeting in Morgantown re BRNI
2. Department contact/ phone number: Angie Eaglen 3-5841
3. Destination airport (if known): Morgantown, WV
4. Destination address: Health Sciences Center, Morgantown, WV

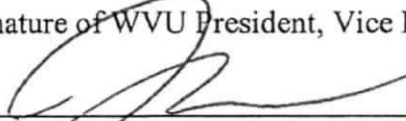
| Leg: | Trip date: | Departure City: | Departure Time: | Arrival City: |
|------|--------------|-----------------|-----------------|----------------|
| 1 | May 17, 2016 | Charleston | 12:00 PM | Morgantown, WV |
| 2 | May 17, 2016 | Morgantown | 6:30 PM | Charleston, WV |
| 3 | | | | |
| 4 | | | | |

| | Name | Cell number | Department | VP Division | Business Justification | Code |
|---|---------------|--------------|-------------------------|------------------|--|------|
| 1 | Rob Alsop | 304-553-6791 | Legal | VP Legal Affairs | Rob Alsop was in Charleston attending the special legislative budget session when he was needed in Morgantown for a meeting regarding the Blanchette Rockefeller Neuroscience Institute. Mr Dobbs attended the meeting with Rob as he is the outside counsel regarding this issue. Mr. Dobbs' office is located in Charleston, WV. | 2 |
| 2 | William Dobbs | | Outside counsel for WVU | VP Legal Affairs | | 2 |
| 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: JAMES ALSOP Date: 6-1-16

For internal use:

9. Approved by WVU President's Office: _____ Date sent to LJ Aviation: _____

Printed name: _____ Updated: 12/29/2014

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Keynote address to the WVU Alumni Association's Central Ohio Chapter Annual Dinner
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Columbus I'ntl (CMH)
4. Destination address: CMH airport

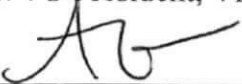
Leg: Trip date: Departure City: Departure Time: Arrival City:

| | | | | |
|---|-----------|-----|--|-----|
| 1 | 5/17/2016 | MGW | | CMH |
| 2 | 5/19/2016 | CMH | | MGW |

| | Name | Cell number | Department | VP Division | Business Justification | Code |
|---|------------|-------------|---------------|--------------------|---|------|
| 1 | Gordon Gee | | WVU President | President's Office | President Gee will travel to Columbus, OH to deliver the keynote at the Central Ohio Chapter of the WVU Alumni Association Annual dinner. While in Columbus, President Gee will meet with a faculty member at OSU, regarding a book he is writing on E. Gordon Gee's leadership in higher education as well as Senator and Mrs. Glenn regarding possible lecture at WVU and ongoing discussions regarding higher education policies in Washington, DC as they relate to WVU. President Gee will also attend a meeting in Columbus regarding WVU's global vision moving forward. | 4, 6 |

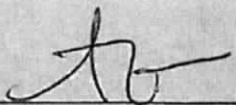
5. Lead passenger name / cell number: Gee- on file
6. Ground transportation:
 - No ground transportation required.
 - I prefer to set up my own ground transportation.
 - I prefer to have LJ Aviation set up ground transportation. Details: _____
7. Catering:
 - No catering required.
 - Catering is required. Details: _____

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

 Printed: Amy Garbrick Date: 5/16/16

For internal use:

9. Approved by WVU President's Office:

 Date sent to LJ Aviation: 5/16/16

Printed name: Amy Garbrick

Updated: 12/29/2014