

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Travel to DVCIPM for further collaboration between WVU and US Government regarding Pain Management
2. Department contact/ phone number: Clay B. Marsh 614-496-1621
3. Destination airport (if known): Dulles, VA

Destination address: Defense & Veterans Center for Integrative Pain Management (DVCIPM) / HJF

1. 11300 Rockville Pike, Suite 709  
Rockville, MD 20852
2. NIH -Natcher Building, Room 3AN.44 Bethesda, MD 20892

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	9/26/2016	<del>MGT</del> <u>MBW</u>	9:30am	Dulles
2	9/26/16	Dulles	5:30pm	<del>MGT</del> <u>MBW</u>
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Clay Marsh	614-496-1621	HSC VP	HSC VP	Travel to DVCIPM for further collaboration between WVU and US Government regarding Pain Management	3
2	Steve Hoffman	6143458240	WVU Medicine	HSC VP	Travel to DVCIPM for further collaboration between WVU and US Government regarding Pain Management	3
3	Bill Ramsey	304-282-9510	HSC VP	HSC VP	Travel to DVCIPM for further collaboration between WVU and US Government regarding Pain Management	3
4	Marc Haut	304-685-0954	SOM	HSC VP	Travel to DVCIPM for further collaboration between WVU and US Government regarding Pain Management	3
5	Laura Gibson	304-282-9626	HSC Research and Graduate Education	HSC VP	To meet with NIH Program Director to explore research opportunities for WVU	3
6						
7	<u>GO ON</u>	<u>9/27</u>	<u>Res Form</u>			

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

3. Ground transportation:

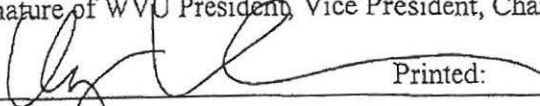
- No ground transportation required.
- I prefer to set up my own ground transportation.
- I prefer to have LJ Aviation set up ground transportation. Details: Attached

4. Catering:

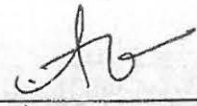
No catering required.

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

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

X  Printed: \_\_\_\_\_ Date: 9/15/16

For internal use:

6. Approved by WVU President's Office:  Date sent to LJ Aviation: 9/19/16  
Printed name: Amy Garbrick Updated: 12/29/2014

WEST VIRGINIA UNIVERSITY  
ROBERT C. BYRD HEALTH SCIENCES CENTER

VISIT TO DEFENSE & VETERANS CENTER FOR  
INTEGRATIVE PAIN MANAGEMENT (DVCIPM)



MONDAY, SEPTEMBER 26, 2016

TRAVEL ITINERARY

9:00 – 9:30 am	<b>Travel to Morgantown Airport</b> Park in short term lot closest to control tower, enter through glass doors of terminal to signage on door indicating FBO Entrance. Flight carrier is LJ Aviation, WVU plane, tail #N5AE. <i>Morgantown Airport Phone #304-296-2359</i>
9:30 – 10:15 am	<b>WVU Air to Dulles Airport</b> HSC Passengers: Clay Marsh; Laura Gibson; Steve Hoffmann; Bill Ramsey; and Marc Haut
10:15 – 11:30 am	<b>Car Service (Limolink) from Dulles to DVCIPM</b> Address: 11300 Rockville Pike, Suite 709, Rockville, MD <i>Kelly Kiser – Sr. Program Manager – contact #301-816-4711</i>
11:30 – 12 noon	<b>Same Car Service for Laura Gibson from DVCIPM to NIH</b> Address: Natcher Building, Room 2AS43S, Bethesda, MD <i>NIH Contact: Beverly Hines – Ph.#301-594-2755</i>
1:30 – 2:00 pm	<b>Dr. Buckenmaier to escort Clay Marsh, Bill Ramsey, Steve Hoffmann, Marc Haut to Uniformed Services University, Bethesda, MD</b>
4:00 – 4:15 pm	<b>Dr. Buckenmaier to escort the WV Team to NIH Visitor's Entrance, Medical Center Metro Station to meet car service – Laura Gibson to join group (very close proximity to Dr. Taylor's office)</b>
4:15 – 5:15 pm	<b>Car service (Limolink) to meet at Medical Center Metro Station for Clay Marsh, Steve Hoffmann, Marc Haut; Bill Ramsey and Laura Gibson, for travel to Dulles Airport</b>
5:30 – 6:15 pm	<b>WVU Air to Morgantown Airport</b>

## West Virginia University Airplane Reservation Form

1. General business purpose for trip: American Council on Education Board meeting (in Washington DC) and WVU recruiting event (Martinsburg, WV)
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): IAD and MRB
4. Destination address: IAD airport and MRB airport

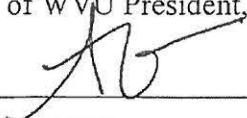
Leg: Trip date: Departure City: Departure Time: Arrival City:

1	9/26/2016	MGW		IAD
2	9/27/2016	IAD		MRB
3	9/27/2016	MRB		MGW

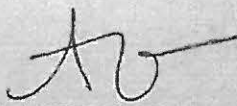
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee will travel to Washington DC to attend the American Council on Education Board meeting. Following the two-day meeting in DC, President Gee will travel to Martinsburg, WV to speak at the "Meet WVU in the Eastern Panhandle" event. Coordinated through the Admissions Office, the Meet WVU events give prospective students and their families an opportunity to learn about majors and minors, admission requirements, financial aid and scholarships, the Honors College, housing, studying abroad, Adventure WV, the Mountaineer Parents Club and how to apply.	6
2	Stephen Lee	Leg 3 only	AVP for Enrollment Management & Exec Director of Admissions and Recruitment	Academic Affairs		
3	Ken Blemings		WVU Honors College	Academic Affairs		
4	Ann Berry		AVP for University Relations/Marketing and Outreach	University Relations		
5	George Zimmerman		Admissions	Academic Affairs		

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: 9/23/14

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 9/23/14  
 Printed name: Amy Garbrick Updated: 12/29/2014