

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Accompany recruit for Neuroscience signature program, Dr. Ali Rezaei, to NYC to attend meeting with the Thunder 11 Team, Sloane Kettering Hospital for his research mission and introduction/private dinner with Arianna Huffington/Huffington Post
2. Department contact/ phone number: 614-496-1621
3. Destination airport (if known): Teterboro, NY
4. Destination address: Columbus and Morgantown

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	2/28/17	Latrobe		Teterboro, NY
2	2/28/17	Teterboro Airport, NY	9:30am	Morgantown, WV
3	2/28/17	<i>Morgantown WV</i>		Columbus, OH
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Clay Marsh	[REDACTED]	HSC	HSC	Accompany recruit for Neuroscience signature program, Dr. Ali Rezaei, to NYC to attend meetings with the Thunder 11 Team, Sloane Kettering Hospital for his research mission and introduction/private dinner with Arianna Huffington/Huffington Post	3
2	Ali Rezaei	[REDACTED]	HSC <i>WVU Neuroscience top recruit</i>	HSC	Accompany recruit for Neuroscience signature program, Dr. Ali Rezaei, to NYC to attend meetings with the Thunder 11 Team, Sloane Kettering Hospital for his research mission and introduction/private dinner with Arianna Huffington/Huffington Post	3
3						
4						
5						
6						
7						

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

2. Ground transportation:
 No ground transportation required.
 I prefer to set up my own ground transportation.

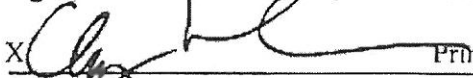
I prefer to have LJ Aviation set up ground transportation. Details: car service at 8:30am from Lowes Regency Hotel 540 Park Av. NY,NY

3. Catering:

No catering required.

Catering is required. Details: _____

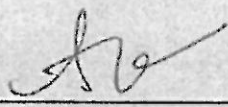
4. Signature of WVU President, Vice President, Chancellor or designee:

 Printed: Clay B. Marsh, MD

Date: 2-21-17

For internal use:

5. Approved by WVU President's Office:



Date sent to LJ Aviation:

2/21/17

Printed name:

Amy Garbrick

Updated: 12/29/2014