

West Virginia University Airplane Reservation Form

1. General business purpose for trip: 2018 Institute of International Education (IIE) Andrew Heiskell Awards
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): NYC / Teterboro airport
4. Destination address: Teterboro airport

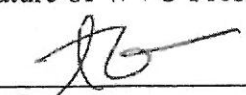
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	3/16/2018	MGW		TEB
2	3/19/2018	TEB		MGW
3				
4				

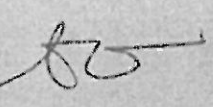
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee and Provost McConnell will attend the 2018 Institute of International Education (IIE) Andrew Heiskell Awards event in which WVU and the Royal University for Women will receive the award for International Partnerships. This award recognizes strategic, comprehensive and innovative international partnership efforts. They will also have donor relations meetings in NYC, including an alum/ WVU Foundation Board member.	4
2	Joyce McConnell		Provost and VP for Academic Affairs	Academic Affairs		4

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: 3-15-18

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>3-15-18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014

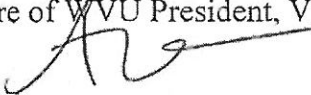
**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Fortune Brainstorm Health conference
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Santa Ana, San Jose and Columbus
4. Destination address: Santa Ana, San Jose airports and Columbus

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	3/19/2018	MGW		Santa Ana, CA
2	3/21/2018	Santa Ana, CA		San Jose, Ca
3	3/21/2018	San Jose, Ca		Columbus, OH
4	3/21/2018	Columbus, OH		MGW

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee	All legs	WVU President	President's Office	The Fortune Brainstorm Health conference gathers leaders of top companies, hospitals, insurers, and cutting-edge pharma and biotech companies and executives of venture capital, tech and telecom, and other industries, all of whom are rapidly changing the face of health care. Sessions include discussion of personal wellness, intervention, research, and the value chain. WVU President E. Gordon Gee, Clay Marsh, M.D., vice president and executive dean for health sciences, and Ali Rezai, M.D., executive chair of the WVU Rockefeller Institute, will discuss "Climbing Out of Last Place: West Virginia and Well-Being" at a session moderated by Arianna Huffington, founder and CEO of Thrive Global. The event was organized to bring together top executives from a cross-section of U.S. industries to discuss health issues.  While on the west coast, President Gee, Dr. Rezai, Dr. Marsh and Dean Reyes will meet with a major WVU donor in San Jose. On the return from CA, Dr. Rezai was dropped off in Columbus in order to attend a Neurotechnology Innovation Translator meeting in his role as Director of the WVU Rockefeller Neuroscience Institute.	4
2	Clay Marsh	All legs	WVU HSC VP and Exec Dean	WVU HSC		4
3	Ali Rezai	Leg 2, 3	Rockefeller Neurosciences Inst. Director	WVU HSC		4
4	Javier Reyes	Legs 2, 3, 4	WVU College of B&E Dean	Academic Affairs		4

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: \_\_\_\_\_

For internal use:

9. Approved by WVU President's Office:



Date sent to LJ Aviation:

03.18.18

Printed name: Amy Garbrick

Updated: 12/29/2014