

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Two business purposes: 1. Meeting with legislators at the State Capitol during the legislative session; 2. WVU David C. Hardesty Jr. Festival of Ideas
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: CRW

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	2/20/2018	MGW	745am	CRW
2	2/20/2018	CRW	1200pm	MGW
3	2/20/2018	MGW	445pm	CRW
4	2/20/2018	CRW	900pm	MGW

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee	Legs 1, 4	President	President's Office	President Gee, Provost McConnell, Clay Marsh, Rob Alsop and Blake Humphrey traveled to Charleston for meetings with legislators at the State Capitol during the legislative session. Ali Rezai, Clay Marsh, Frankie Tack, John Deskins and Sally Hodder participated as panelists at the WVU Festival of Ideas event titled: Understanding the Opioid Epidemic. The panel of experts will examine ways that WVU is helping our state: bringing our neurosciences experts into the light, increasing education for health professionals and expanding patient wellness and behavioral health programs. President Gee and Provost McConnell will stay in Charleston for the Festival of Ideas event to include a private reception in partnership with the Charleston Gazette. Janette Gidley traveled in her donor relations role to interact with donors in the Charleston area that will attend the event.	2, 4, 6
2	Joyce McConnell	Legs 1, 4	Provost and VP AA	Academic Affairs		2, 4, 6
3	Clay Marsh	Legs 1, 4	VP HSC and Executive Dean	Health Sciences Center		2, 4, 6
4	Rob Alsop	Legs 1, 2	VP Strategic Initiatives	Strategic Initiatives		2
5	Blake Humphrey	Legs 1, 2	SGA President	President's Office		2
6	Ali Rezai	Legs 3, 4	Director, WVU Rockefeller Neuroscience Institute	Health Sciences Center		4, 6
7	Frankie Tack	Legs 3, 4	Addictions Minor Coordinator and Clinical Asst Professor	Health Sciences Center		4, 6
8	John Deskins	Legs 3, 4	Director, WVU Bureau and Business and Economic Research	Health Sciences Center		4, 6
9	Janette Gidley	Leg 3	HSC Donor Relations	Health Sciences Center		4, 6
10	Sally Hodder	Legs 3, 4	Associate VP for Clinical and Translation Science and Director of WVCTSI	Health Sciences Center		4, 6

5. Lead passenger name / cell number: Gee- on file

6. Ground transportation:

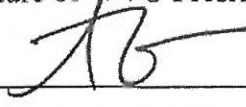
- No ground transportation required.
- I prefer to set up my own ground transportation.
- I prefer to have LJ Aviation set up ground transportation. Details: _____

7. Catering:

No catering required.

Catering is required. Details: _____

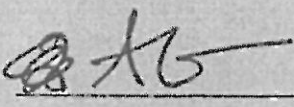
8. Signature of WVU President, Vice President, Chancellor or designee:

X 

Printed: Amy Garbrick

Date: 2-19-18

For internal use:

9. Approved by WVU President's Office: 

Date sent to LJ Aviation: 2-19-18

Printed name: Amy Garbrick

Updated: 12/29/2014