

West Virginia University Airplane Reservation Form

General business purpose for trip: Meet with legislative official and introduce Dr. Rezai and provide a personal understanding of the Rockefeller Neuroscience mission and vision. Also met for dinner with Dr. David Brody Dean of the University Center for Neuroscience and Regenerative Medicine and lunch with Eric Schoomaker from DVCIPM (Dept. Of Veteran's Center for Integrated Pain Management). These meetings are critical for WVU and RNI's mission/vision to develop programs for integrated pain management.

1. _____
2. Department contact/ phone number: Marcia DeMarco [REDACTED]
3. Destination airport (if known): Dulles
4. Destination address: Senate Hart Building Constitution Av.

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	4/10/18	Morgantown, WV	9:15am	Washington, DC
2	4/11/18	Washington, DC	10:45am	Morgantown, WV

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Clay B. Marsh	[REDACTED]	WVU HSC	VP HSC	Meet with legislative official and introduce Dr. Rezai and provide a personal understanding of the Rockefeller Neuroscience mission and vision	3
2	Ali Rezai	[REDACTED]	WVU HSC	VP HSC	Meet with legislative official and introduce Dr. Rezai and provide a personal understanding of the Rockefeller Neuroscience mission and vision	3

5. Lead passenger name / cell number: Clay Marsh [REDACTED]

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: Car service to drop luggage at the Phoenix Park Hotel 520 North Capitol St., NW Washington DC

7. Catering:

No catering required.

Catering is required. Details: _____

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



9. X Printed: _____ Date: 4/6/18

For internal use:	<u>4.6.18</u>
10. Approved by WVU President's Office: <u>Amy Garbrick</u>	Date sent to LJ Aviation: _____