

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Various meetings. See below.
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CMH
4. Destination address: CMH airport

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	9/25/18	MGW		CMH
2	9/27/18	CMH		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	1. Meeting with Micah Kamrass, a lawyer who specializes in Greek issues, regarding WVU Greek Life; 2. Meeting with Jeff Kaplan regarding a possible collaboration with WVU; 3. WVU recruitment and development meetings	4

2. Ali Rezaei - leg 2 only Rockefeller Neurosciences Institute

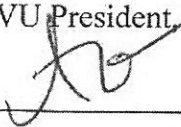
5. Lead passenger name / cell number: _____ Gee- on file

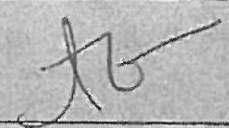
Return travel from Neurotechnology Translational Board meeting. - to 9-27-18

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: 9.24.18

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>9.24.18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014

West Virginia University Airplane Reservation Form

1. General business purpose for trip: To represent WVU and the RNI in support of Senator Shelley Moore Capito receiving an award as Congressional Champion at the 2018 National Alzheimer's Summit.
2. Department contact/ phone number: Marcia DeMarco [REDACTED]
3. Destination airport (if known): Dulles

Destination address: Ronald Reagan Building and International Trade Center
1300 Pennsylvania Avenue, NW Washington, DC 20004 (202) 312-1300 <http://itcdc.com/>

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	9/25/2018	Morgantown	4:00pm	Columbus
2	9/25/2018	Columbus	4:30	Dulles
3	9/25/2018	Dulles	9:30pm	Morgantown, WV
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Clay B. Marsh	[REDACTED]	WVU HSC	VP HSC	To represent WVU and the RNI in support of Senator Shelley Moore Capito receiving an award as Congressional Champion at he 2018 National Alzheimer's Summit.	3
2	Bill Ramsey	[REDACTED]	WVU HSC	VP HSC	To represent WVU and the RNI in support of Senator Shelley Moore Capito receiving an award as Congressional Champion at he 2018 National Alzheimer's Summit.	3
3	Helen Matheny	[REDACTED]	WVU HSC	VP HSC	To represent WVU and the RNI in support of Senator Shelley Moore Capito receiving an award as Congressional Champion at he 2018 National Alzheimer's Summit.	3
4	Ann Murray	[REDACTED]	WVU HSC	VP HSC	To represent WVU and the RNI in support of Senator Shelley Moore Capito receiving an award as Congressional Champion at he 2018 National Alzheimer's Summit.	3
5	<i>Gordon Gee - see separate reservation form</i>					3
6	<i>MGW - CMH</i>					
7						

1. Lead passenger name / cell number: Clay Marsh [REDACTED]
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: Please provide ground transportation from Dulles to Ronald Reagan Building and International Trade Center 1300 Pennsylvania Avenue, NW Washington, DC 20004 and then back to Dulles around 9:30pm

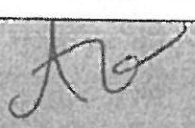
3. Catering:

- No catering required.
- Catering is required. Details: _____

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

X  Printed: _____ Date: 9/24/18

For internal use:

5. Approved by WVU President's Office: 

Date sent to LJ Aviation: 9.24.18

Printed name: Amy Garbrick

Updated: 12/29/2014