

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

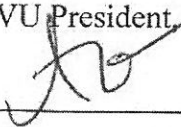
5. Lead passenger name / cell number: _____ Gee- on file

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

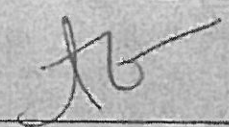
6. Ground transportation:
- No ground transportation required.
- I prefer to set up my own ground transportation.
- I prefer to have LJ Aviation set up ground transportation. Details: _____

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: 9.24.18

Printed name: Amy Garbrick Updated: 12/29/2014