

West Virginia University Airplane Reservation Form

1. General business purpose for trip: To facilitate and finalize the partnership with WVU RNI and Medtronic. The request to meet in person was from the CEO of Medtronic and attend the Harvard Business Review Private Forum. Medtronic is the world's largest medical device company that generates the majority of its sales and profits from the U.S. healthcare system. Rockefeller Neuroscience Institute has 3 to 4 research & development collaborations in the works with them.

2. Department contact/ phone number: Marcia DeMarco [REDACTED]

3. Destination airport (if known): Dulles

Destination address: The Ritz Carlton-1150 22nd Street, N.W., Washington DC

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	2/12/19	Morgantown	1:00pm	Dulles
2	2/13/19	Dulles	2:30pm	Morgantown, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Clay B. Marsh	[REDACTED]	WVU HSC	VP HSC	To facilitate and finalize the partnership with WVU RNI and Medtronic. The request to meet in person was from the CEO of Medtronic and attend the Harvard Business Review Private Forum	3
2	Ali Rezai	[REDACTED]	WVU RNI	VP HSC	To facilitate and finalize the partnership with WVU RNI and Medtronic. The request to meet in person was from the CEO of Medtronic and attend the Harvard Business Review Private Forum	3
3						
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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: 2/12/19-Car service from Dulles to the Ritz Carlton-1150 22nd Street, N.W., Washington DC approx.. 1:40pm

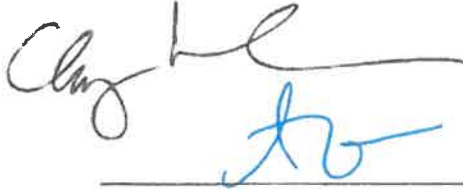
2/13/2019 1:30pm- Car Service from The Ritz Carlton-1150 22nd Street, N.W., Washington DC
Back to Dulles

3. Catering:

No catering required.

Catering is required. Details: _____

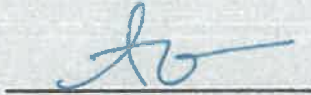
4. Signature of WVU President, Vice President, Chancellor or designee:



Printed: Clay B. Marsh, PhD Date: 1/17/19

For internal use:

5. Approved by WVU President's Office:



Date sent to LJ Aviation: 2-8-19

Printed name: _____

Updated: 12/29/2014