

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Education Advisory Board meeting
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): IAD
4. Destination address: IAD airport

Leg: Trip date: Departure City: Departure Time: Arrival City:

1	2/11/2019	MGW		IAD
2	2/12/2019	IAD		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		President	President's Office	Multi-purpose trip: President Gee will attend the Education Advisory Board meeting, multiple meetings with members of the congressional delegation and staff, speak at a reception hosted by WVU for WV delegation staffers as well as alums in the area. He will also attend a meeting with former US WV Senator Jay Rockefeller, who established what is now the Rockefeller Neurosciences Institute. Jeney and Corio will meet with US WV Senator Joe Manchin, at his request, for an update on the WVU/BSA partnership. They will also attend the WVU-hosted congressional reception.	4,6
2	Ali Jeney	leg only	Director of the WVU Science Adventure School	Academic Affairs		
3	Greg Corio	leg only	Assistant Dean for Strategic Youth Development	Academic Affairs		
4						
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6						
7						

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: 2.8.19

For internal use:

9. Approved by WVU President's Office:



Date sent to LJ Aviation:

2.8.19

Printed name: Amy Garbrick

Updated: 12/29/2014

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
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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

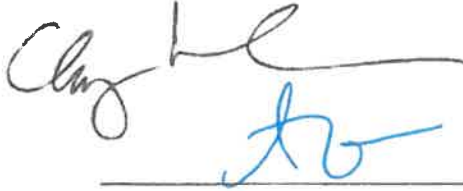
2/13/2019 1:30pm- Car Service from The Ritz Carlton-1150 22nd Street, N.W., Washington DC
Back to Dulles

3. Catering:

No catering required.

Catering is required. Details: _____

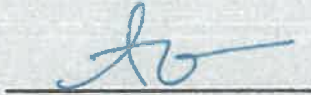
4. Signature of WVU President, Vice President, Chancellor or designee:



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