

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Rockefeller Critical Issues Forum hosted by the Rockefeller Neuroscience Institute and the Rockefeller School of Policy and Politics in Washington DC
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): IAD
4. Destination address: IAD

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

1	10/29/2019	MGW		IAD
2	10/30/2019	IAD		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Ali Rezai		Executive Chair - Rockefeller Neuroscience Institute	Rockefeller Neuroscience Institute/ HSC	The purpose of the travel is to attend the Rockefeller Critical Issues Forum hosted by the Rockefeller Neuroscience Institute and the Rockefeller School of Policy and Politics in Washington DC on October 30, 2019. The event is being kicked off by a private dinner at the home of Senator and Mrs. John D. Rockefeller on October 29. President Gee, Clay Marsh, Ali Rezai, Karyn Wallace and Victor Finomore are participating in the forum as speakers. Morgan Prunty is serving as the event planner for the event.	4
2	Annahita Amireskandari		Fellow, Cornea Service, WVU School of Medicine	Rockefeller Neuroscience Institute/ HSC		
3	Karyn Wallace		Vice President, Rockefeller Neuroscience Institute	Rockefeller Neuroscience Institute/ HSC		
4	Victor Finomore		Director of Research, Development, and Data Analytics - Rockefeller Neuroscience Institute	Rockefeller Neuroscience Institute/ HSC		
5	Morgan Prunty		Program Assistant II - WVU Department of Neuroscience	Rockefeller Neuroscience Institute/ HSC		
6	Gordon Gee		WVU President	President's Office		
7	Laurie Erickson	Leg 1 only	WVU First Lady	President's Office		

8	Clay Marsh	Leg 2 only	<b>Vice President &amp; Executive Dean for Health Sciences</b>	Health Sciences Center		
---	------------	------------	--	------------------------	--	--

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

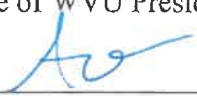
6. Ground transportation:

- 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: 10-28-19

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 10-28-19

Printed name: Amy Garbrick

Updated: 12/29/2014