

West Virginia University Airplane Reservation Form

1. General business purpose for trip; Donor relations, speaking engagement for Dr. Rezai
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Hilton Head SC
4. Destination address: Hilton Head SC

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

1	3/10 – 3/11/2022	MGW		Hilton Head, SC and return
2				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU president	President's Office	Passengers will travel to Hilton Head SC for several events with with WVU donors, as well as a speaking engagement by Dr. Rezai at the Fifth Annual Memory Matters Brain Health Summit, with is topic being: "Breaking Barriers: Technological Innovations Changing the Management and Treatment of Neurological Disorders." Passengers will also attend the WVU Palmetto Chapter Alumni and Friends Reception following the Brian Summit, where they will interact with WVU alums and donors from the Hilton Head area.	4
2	Laurie Erickson		WVU First Lady	President's Office		
3	Ali Rezai		Exec. Chair, WVU Rockefeller Neurosciences Institute	WVU HSC		
4	Annahitta Amireskandari		WVU School of Medicine	WVU HSC		
5	Robin Yorty		Exec Dir for University Events/ Donor Relations Liaison	President's Office		
6	BJ Davisson		Executive Vice President and Chief Development Officer, WVU Foundation	President's Office		

5. Lead passenger name / cell number: Gordon Gee  _____

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. Signature of WVU President, Vice President, Chancellor or designee:
 AG Printed: Amy Garbrick Date: 3/9/2022

For internal use:	
8. Approved by WVU President's Office: <u>AG</u>	Date sent to LJ Aviation: <u>3/9/2022</u>
Printed name: <u>Amy Garbrick</u>	<i>Updated: 12/29/2014</i>