

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Trip 1 - To provide clinical services in Southern West Virginia
2. Department contact/ phone number: Trip 1 - Star Hammond/293-5584
3. Destination airport (if known): Trip 1 – Charleston Airport
Trip 2 – Morgantown Airport
4. Destination address: _____

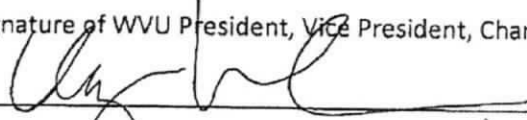
| Leg: | Trip date: | Departure City: | Departure Time: | Arrival City: |
|------|------------|-----------------|-----------------|----------------|
| 1 | 5/5/16 | Morgantown, WV | 7:00 am | Charleston, WV |
| 2 | 5/5/16 | Charleston, WV | 7:00 pm | Morgantown |
| 3 | | | | |
| 4 | | | | |


| | Name | Cell number | Department | VP Division | Business Justification | Code |
|---|---------------------|--------------|---------------|-------------|------------------------|------|
| 1 | John Brick, MD | 304-216-5451 | Neurology | WVUSoM | Clinical Services | 3 |
| 2 | Jim Brick, MD | 304-282-6155 | Medicine | WVUSoM | Clinical Services | 3 |
| 3 | Judy Charlton, MD | 304-276-2186 | Ophthalmology | WVUSoM | Clinical Services | 3 |
| 4 | Julie Peasak | 304-376-2486 | ENT | WVUSoM | Clinical Services | 3 |
| 5 | Brandon Wilson, MS3 | 304-281-8551 | Neurology | WVUSoM | Clinical Services | 3 |
| 6 | Sylvana Salama, MS3 | 917-539-3302 | Neurology | WVUSoM | Clinical Services | 3 |
| 7 | George Magnone, MS3 | 304-374-1212 | Medicine | WVUSoM | Clinical Services | 3 |

5. Lead passenger name / cell number: Trip 1 – John Brick 304-216-5451
Trip 2 – John Brick 304-216-5451

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: Trip 1 & 2 snacks and beverages available

8. Signature of WVU President, Vice President, Chancellor or designee:  Date: 5-2-16

| | | |
|---|---|---------------------|
| For internal use: | | |
| 9. Approved by WVU President's Office: <u></u> | Date sent to LJ Aviation: <u>5/3/16</u> | |
| Printed name: <u>Amy Garbrick</u> | | Updated: 12/29/2014 |