

West Virginia University Airplane Reservation Form

1. General business purpose for trip: meeting with The Robert Wood Johnson Foundation to further our relationship for funding programs at the WVU health sciences _____
2. Department contact/ phone number: Clay Marsh [REDACTED] _____
3. Destination airport (if known): Trenton Mercer-NJ _____
4. Destination address: _____

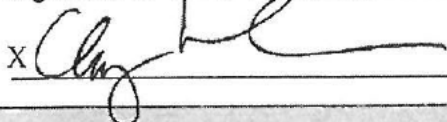
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	10/13/2016	Morgantown	11:15am	Trenton, NJ
2	10/13/2016	Trenton, NJ	5:30pm	Morgantown, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Clay B. Marsh	[REDACTED]	VP HSC	Health Sciences	Development for funding from the Robert Wood Johnson Foundation to WVU	4
2	Jeff Coben	[REDACTED]	VP HSC	Health Sciences	Development for funding from the Robert Wood Johnson Foundation to WVU	4
3	BJ Davisson	[REDACTED]	WVUF	WVUF	Development for funding from the Robert Wood Johnson Foundation to WVU	4
4	Bill Ramsey		VP HSC	Health Sciences	Development for funding from the Robert Wood Johnson Foundation to WVU	\$
5						
6						
7						

5. Lead passenger name / cell number: Clay Marsh [REDACTED] _____
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: ground transportation to and from the Trenton airport to-RWJF, 101 College Rd E, Princeton, NJ 08540, USA _____

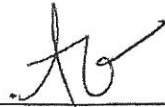
7. Catering:
 - No catering required.
 - Catering is required. Details: _____

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

X  Printed: Clay Marsh Date: 10-6-16



For internal use:

9. Approved by WVU President's Office: 

Date sent to LJ Aviation 10/6/14

Printed name: Amy Grubnick

Updated: 12/29/2014