

West Virginia University Airplane Reservation Form

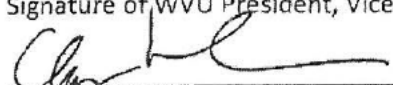
1. General business purpose for trip: Trip 1 - To provide clinical services in Southern West Virginia
2. Department contact/ phone number: Trip 1 - Star Hammond/ [REDACTED]
3. Destination airport (if known): Trip 1 – Charleston Airport
Trip 2 – Morgantown Airport
4. Destination address: _____

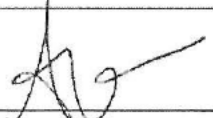
| Leg: | Trip date: | Departure City: | Departure Time: | Arrival City: |
|------|------------|-----------------|-----------------|----------------|
| 1 | 4/6/17 | Morgantown, WV | 7:00 am | Charleston, WV |
| 2 | 4/6/17 | Charleston, WV | 7:00 pm | Morgantown |
| 3 | | | | |
| 4 | | | | |

| | Name | Cell number | Department | VP Division | Business Justification | Code |
|---|---------------------|-------------|---------------|-------------|------------------------|------|
| 1 | John Brick, MD | [REDACTED] | Neurology | WVUSoM | Clinical Services | 3 |
| 2 | Jim Brick, MD | [REDACTED] | Medicine | WVUSoM | Clinical Services | 3 |
| 3 | Judy Charlton, MD | [REDACTED] | Ophthalmology | WVUSoM | Clinical Services | 3 |
| 4 | Morgan Efaw, MS4 | [REDACTED] | Neurology | WVUSoM | Clinical Services | 3 |
| 5 | Kelsey Andrews, MS3 | [REDACTED] | Neurology | WVUSoM | Clinical Services | 3 |
| 6 | | | | | | |
| 7 | | | | | | |

5. Lead passenger name / cell number: Trip 1 – John Brick [REDACTED]
Trip 2 – John Brick [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: _____

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: 4-4-17

| | |
|---|---|
| For internal use: | |
| 9. Approved by WVU President's Office: <u></u> | Date sent to LJ Aviation: <u>4/5/17</u> |
| Printed name: <u>Amy Gausbick</u> | Updated: 12/29/2014 |