

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Request of Governor Justice
2. Department contact/ phone number: [REDACTED]
3. Destination airport (if known): Yeager
4. Destination address: Governor's Office

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	4/3/17	MGT <i>MGW</i>	2:45	Charleston
2	4/3/17	Yeager	5:45	Morgantown
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Clay B Marsh	[REDACTED]	HSC	HSC	Request by Governor Justice to be present at his press conference	2
2	Rob Alsop <i>Legal only</i>	[REDACTED]	General Counsel	Legal	Request by Governor Justice to be present at his press conference	2
3						
4						
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: _____

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

8. Signature of WVU President, Vice President, Chancellor or designee: Clay B. Marsh, MD
Clay Marsh Printed: Clay Marsh Date: 4/1/2017

For internal use:	
9. Approved by WVU President's Office: <u><i>AG</i></u>	Date sent to LJ Aviation: <u>4/2/17</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014