

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Dr. Robert Martino; \$2-\$5M planned gift donor. This is a necessary stewardship visit for Clay to make.

Dr. Julian Bailes; former WVU neurosurgeon, national figure, potential donor to new neurosciences program.

2. Department contact/ phone number: [REDACTED]

3. Destination airport (if known): VPZ and ORD

4. Destination address: Porter County Regional Airport and O'Hare

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	11/9/17	MGW	1:45pm	Porter County Regional Airport
2	11/9/17	Porter County Regional Airport	4:00pm	Palwaukee (aka Chicago Executive Airport)
3	11/9/17	Palwaukee (aka Chicago Executive Airport)	9:45pm	MGW
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Clay Marsh	<span style="background-color: black; color: black;">[REDACTED]</span>	HSC	HSC	Dr. Robert Martino; \$2-\$5M planned gift donor. This is a necessary stewardship visit for Clay to make. Dr. Julian Bailes; former WVU neurosurgeon, national figure, potential donor to new neurosciences program.	4
2	Clare Flannigan	<span style="background-color: black; color: black;">[REDACTED]</span>	HSC	HSC	Dr. Robert Martino; \$2-\$5M planned gift donor. This is a necessary stewardship visit for Clay to make. Dr. Julian Bailes; former WVU neurosurgeon, national figure, potential donor to new neurosciences program.	4
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1. Lead passenger name / cell number: Clay B. Marsh [REDACTED]

2. 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: \_\_\_\_\_  
 \_\_\_\_\_

3. Catering:  
 No catering required.  
 Catering is required. Details: \_\_\_\_\_

4. Signature of WVU President, Vice President, Chancellor or designee:  
 *Clay B. Marsh* Printed: Clay Marsh Date: 10-3-17

For internal use:  
 5. Approved by WVU President's Office: *AG* Date sent to LJ Aviation: 10/3/17  
 Printed name: Amy Garbriek Updated: 12/29/2014