

West Virginia University Airplane Reservation Form

1. General business purpose for trip: To attend an Eastern Division faculty meeting
2. Department contact/ phone number: Marcia [REDACTED]
3. Destination airport (if known): Martinsburg WV
4. Destination address: Eastern Division offices

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	2/27/18	Morgantown	5:00pm	Martinsburg, WV
2	2/27/18	Martinsburg	8:00pm	Morgantown, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Darin Rogers	[REDACTED]	WVU Medicine	HSC VP	To attend the Eastern Div. faculty meeting to show support for voting for the faculty practice plan	5
	<i>leg 2</i>					
2	Ryan Stansbury	[REDACTED]	WVU Medicine	HSC VP	Same as above	5
	<i>leg 2</i>					
3	Clay Marsh	[REDACTED]	HSC	HSC VP	Same as above	5
	<i>legs 1, 2</i>					
4	Judie Charlton	[REDACTED]	WVU Medicine	HSC VP	Same as above	5
	<i>leg 2</i>					
5	Janette Gidley	[REDACTED]	WVU Philanthropy	HSC VP	Planning for the Martinsburg Children's Hospital Gala	5
	<i>legs 1, 2</i>					
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: _____

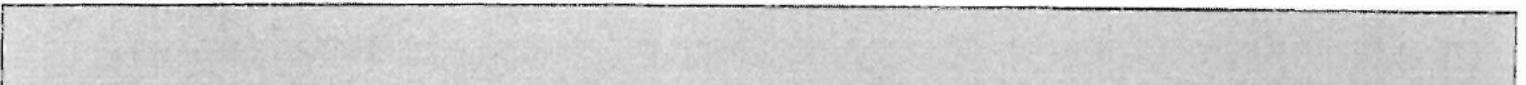
7. Catering:
- No catering required.
- Catering is required. Details: _____

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



X

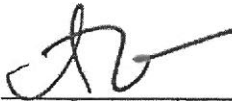
Date: 2/27/2018



For internal use:

2-27-18

9. Approved by WVU President's Office:



Date sent to LJ Aviation: _____

Printed name: _____

Amy Gaubrich

Updated: 12/29/2014