

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Governor's Day at the State Fair of WV
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): LWB
4. Destination address: LWB airport

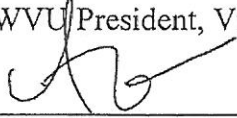
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	8/16/2018	MGW		LWB
2	8/16/2018	LWB		MGW
3				
4				

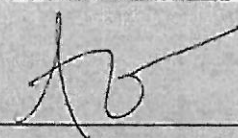
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Represent WVU at Governor's Day at the State Fair of WV. Meet with state government officials, donors and alums throughout the course of the day	4,6
2	Ann Berry		AVP for UR	UR		4,6
3	Joyce McConnell		Provost and VP for AA	Academic Affairs		4,6
4	Clay Marsh		HSC VP and Executive Dean	HSC		4,6
5	Steve Bonanno		Director of Extension Service	Academic Affairs		4,6
6	Dan Robison		Dean, Davis College of Agriculture	Academic Affairs		4,6
7	Trevor Keiss		65 th WVU Mountaineer Mascot	President's Office		4,6

5. Lead passenger name / cell number: Gee- on file

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:
  Printed: Amy Garbrick Date: 8-15-18

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>8-15-18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014

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/293-5584
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	8/16/18	Morgantown, WV	7:00 am	Charleston, WV
2	8/16/18	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	Judy Charlton, MD	[REDACTED]	Ophthalmology	WVUSoM	Clinical Services	3
3	Quinn Doyle, MS3	[REDACTED]	Neurology	WVUSoM	Clinical Services	3
4	Mira Dunham, MS3	[REDACTED]	Neurology	WVUSoM	Clinical Services	3
5	Patricia Moran, MS3	[REDACTED]	Neurology	WVUSoM	Clinical Services	3
6				WVUSoM	Clinical Services	3
7				WVUSoM	Clinical Services	3

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: 8-10-18

For internal use:	
9. Approved by WVU President's Office: <u>[Signature]</u>	Date sent to <input type="checkbox"/> Aviation: <u>8-10-18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014