

Revised 10/15/18

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	10/18/18	Morgantown, WV	7:00 am	Charleston, WV
2	10/18/18	Charleston, WV	7:00 pm	Morgantown
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Judy Charlton, MD	[REDACTED]	Ophthalmology	WVUSoM	Clinical Services	3
2	Umer Rizwan, MS	[REDACTED]	Ophthalmology	WVUSoM	Clinical Services	3
3	Ryan Quigley, MS	[REDACTED]	Ophthalmology	WVUSoM	Clinical Services	3
4	Adam Hull, MS	[REDACTED]	Ophthalmology	WVUSoM	Clinical Services	3
5						
6						

5. Lead passenger name / cell number: Trip 1 - Judy Charlton [REDACTED]
Trip 2 - Judy Charlton [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: 3 people will be going to Gilbert Will need car

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: [Signature] Date: 10/15/18

For internal use:		
9. Approved by WVU President's Office: <u>[Signature]</u>	Date sent to LJ Aviation: <u>10-15-18</u>	
Printed name: <u>Amy Garbrick</u>		

Updated: 12/29/2014

PLEASE HAVE AN ENTERPRISE CAR WAITING AT THE AIRPORT IN CHARLESTON WHERE THE CHARTERED PLANE COMES IN