

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Request by Governor Justice to speak on behalf of WVU for a news conference on Opioids.
2. Department contact/ phone number: Marcia DeMarco/ [REDACTED]
3. Destination airport (if known): Yeager

Destination address: WV State Capitol

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	2/15/2019	Martinsburg	8:30	Morgantown, WV
2	2/15/2019	Morgantown, WV	9:30	Yeager Airport, Charleston, WV
3	2/15/2019	Yeager Airport	12:00pm	Morgantown, WV
4	2/15/2019	Morgantown, WV	12:30	Martinsburg, WV

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Clay B. Marsh	[REDACTED]	WVU HSC	VP HSC	Speaking at the request of Governor Justice on the Opioid announcement	2
2	Jeffery Coben	[REDACTED]	School of Public Health, Dean	VP HSC	The Governor will announce a pilot project in Berkley and Jefferson	2
3	Emma Eggleston		Campus Dean, Eastern Division	VP HSC	Counties to address substance use disorder at the local level. A partnership	2
4	Angela Gray	[REDACTED]	Campus Dean, Eastern Division	VP HSC	between the West Virginia Department of Health and Human	2
5	Nathan Fiore	[REDACTED]	Campus Dean, Eastern Division	VP HSC	Resources' (D H HR) Office of Drug Control Policy and West Virginia	2
6	Giselle Perry	[REDACTED]	Campus Dean, Eastern Division	VP HSC	University (WVU), the project will work with community partners to strengthen	2
7					and expand prevention and recovery resources.	

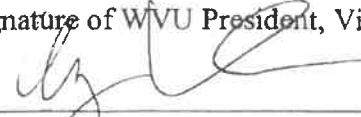
1. Lead passenger name / cell number: Clay Marsh [REDACTED]


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:

X  Printed: Clay B. Marsh Date: 2-14-19

For internal use:	
5. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>2.14.19</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014