

**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] Julie Peasak/[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    | 3/21/19    | Morgantown, WV  | 7:00 am         | Charleston, WV |
| 2    | 3/21/19    | 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 | Calla Walters, MS3  | [REDACTED]  | Neurology     | WVUSoM      | Clinical Services      | 3    |
| 4 | Shelby Sievers, MS3 | [REDACTED]  | Neurology     | WVUSoM      | Clinical Services      | 3    |
| 5 |                     |             |               | WVUSoM      | Clinical Services      | 3    |
| 6 |                     |             |               | 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: Will need to rent an Enterprise SUV, or Van and have it at the airport. There will be 4 people going.

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: March 19, 2019

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|---|--|
| For internal use:   |  |
| 9. Approved by WVU President's Office: <u>[Signature]</u> | Date sent to LJ Aviation: <u>3-19-19</u> |
| Printed name: <u>Amy Garbick</u>                          | Updated: 12/29/2014                      |