

**West Virginia University Airplane Reservation Form**

General business purpose for trip: Celebration of the Bridge Builder Legacy Award being awarded to Dr. Judie Charlton, Ophthalmologist and Chief Medical Officer of WVU Medicine at the Buck Harless Clinic in Gilbert WV for her efforts and dedication for the last 7 years to the Center, including free eye screenings that are being provided. These screenings help in identification and treatment of many conditions that left untreated can lead to blindness.

1. \_\_\_\_\_
2. Department contact/ phone number: Marcia DeMarco [REDACTED] \_\_\_\_\_
3. Destination airport (if known): Yeager \_\_\_\_\_

Destination address: Yeager Airport \_\_\_\_\_

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	5/22/2019	Morgantown	9:30	Charleston
2	5/22/2019	Charleston	3:00pm	Morgantown, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Clay B. Marsh	[REDACTED]	WVU HSC	VP HSC	<p>Passengers will travel from MGW to Charleston, WV, and then to the Larry Joe Harless Community Center in Gilbert, WV. Passengers attended the 20th Year Celebration for Harless Center, where Dr. Judie Charlton received the Buck Harless Bridge Builder Legacy Award. Charlton directs the ophthalmic screening program out of the community center, which has served more than 1,000 southern West Virginians and has detected vision issues in 40 percent of patients since its inception.</p> <p>The community center was established in the late 1990s after the death of Harless' son, Larry Joe, and offers health, recreational, physical, cultural and educational programs to the Gilbert community and surrounding areas. Additionally, the center has partnerships with WVU, Marshall University and the Southern West Virginia Health System.</p>	3
2	Gordon Gee	On file	President's office	President's office	Same as above	3
3	Laurie Erickson	On file	President's office	President's office	Same as above	3
4	Dr. John Brick	[REDACTED]	WVU HSC	VP HSC	Same as above	3
5	Judie Charlton	[REDACTED]	WVU HSC	VP HSC	Same as above	3

6	Bruce Andrews	[REDACTED]	guest	VP HSC	Same as above	3
7	Julie Peasak	[REDACTED]	WVU HSC	VP HSC	Same as above	3

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 [Signature] Printed: Clay Marsh Date: 5/2/2019

For internal use:

5. Approved by WVU President's Office: [Signature]

Date sent to LJ Aviation: 5/20/19

Printed name: [Signature]

Updated: 12/29/2014