

West Virginia University Airplane Reservation Form

1. General business purpose for trip: To attend and participate in a Legislative Panel Discussion
2. Department contact/ phone number: Babette 3-2323
3. Destination airport (if known): Trip 1 – Charleston – Trip 2 – Return to Morgantown
4. Destination address: _____


Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	February 6, 2020	Morgantown	7:30am	Charleston, WV
2	February 6, 2020	Charleston	12 noon	Morgantown
3				
4				


	Name	Cell number	Department	VP Division	Business Justification	Code
1	Clay Marsh	[REDACTED]	VP for HSC	Health Sciences and School of Medicine	Dr. Marsh will be on a panel to discuss aging concerns at the WV Press Association's Legislative Breakfast at the Culture Center in Charleston. WVU via Clay will address geriatrics medicine and care in WV, WVU Medicine's approach to senior health, to help prevent, diagnose and treat diseases and possible disability that may occur with aging.	
2	Bill Ramsey	[REDACTED]	AVP for HSC	Health Sciences and School of Medicine		
3						
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6						

5. Lead passenger name / cell number: Clay Marsh -- [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: _____

8. Signature of WVU President, Vice President, Chancellor or designee:

  Date: 2/5/20

For internal use:	Date sent to LJ Aviation: <u>2/5/20</u>
9. Approved by WVU President's Office: <u></u>	