

West Virginia University Airplane Reservation Form

- General business purpose for trip: Trip 1 - To provide clinical services in Southern West Virginia
- Department contact/ phone number: Trip 1 - Star Hammond/[REDACTED] Julie Peasak/[REDACTED]
- Destination airport (if known): Trip 1 – Charleston Airport
Trip 2 – Morgantown Airport
- Destination address: _____

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	02/20/2020	Morgantown, WV	7:00 am	Charleston, WV
2	02/20/2020	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	Richard Cadenas, MS	[REDACTED]		WVUSoM	Clinical Services	3
4					Clinical Services	3
5	Janet Wu, APP	[REDACTED]	Neurology	WVUSoM	Clinical Services	3
6				WVUSoM	Clinical Services	3

- Lead passenger name / cell number: Trip 1 – John Brick [REDACTED]
Trip 2 – John Brick [REDACTED]

- 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.**

- Catering:
 - No catering required.
 - Catering is required. Details: Trip 1 & 2 snacks and beverages available

- Signature of WVU President, Vice President, Chancellor or designee: [Signature] Date: 2/18/20

For internal use:	
9. Approved by WVU President's Office: <u>[Signature]</u>	Date sent to LJ Aviation: <u>2/18/20</u>
Printed name: <u>Anny Garbriick</u>	Updated: 12/29/2014