

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Provide medical clinical services in southern WV at the Gilbert Clinic.

2. Department contact/ phone number: Amy 3-8763

3. Destination airport (if known): Charleston, WV

4. Destination address: Morgantown, WV 7:00 a.m. 8:00 a.m.

Leg: Trip date: May 21, 2020 Departure City: Morgantown, WV Departure Time: 7:00 a.m. Arrival City: Charleston, WV


1	<u>May 21, 2020</u>			
2	<u>May 21, 2020</u>			
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	John Brick, MD	[REDACTED]	Neurology	WVUSoM	Clinical Services	3
2	Judie Charlton, MD	[REDACTED]	Ophthalmology	WVUSoM	Clinical Services	3
3	Emily Minor, PhD	[REDACTED]	Neurology	WVUSoM	Clinical Services	3
4						3
5	Sage Soccorsi, Admin. Assistant	[REDACTED]	Neurology	WVUSoM	Clinical Services	
6						
7						

5. Lead passenger name / cell number: Gee- on file
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: _____

7. Catering:
 No catering required.
 Catering is required. Details: _____

8. Signature of WVU President, Vice President, Chancellor or designee:
  Printed: Clay B. Marsh, MD Date: 5/19/20

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation: 5/20/2020
 Printed name: Amy Garbrick Updated: 12/29/2014