

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Provide medical clinical services in southern WV at the Greenbrier 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: Departure City: Departure Time: Arrival City:

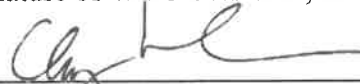
1	June 18, 2020	MGW		CRW
2	June 18, 2020	CRW		MGW
3				
4				

	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		3
3						3
4	Janet Wu, RN		Neurology	WVUSoM		Clinical services
5						
6						
7						

5. Lead passenger name / cell number: 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:

X  Printed: Clay B. Marsh, MD Date: 6/18/20

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation: 6/17/20  
 Printed name: Amy Garbrick Updated: 12/29/2014