

West Virginia University Airplane Reservation Form

1. General business purpose for trip: COVID-19 global pandemic
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: CRW

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	4/1/2020	CRW		MGW
2	4/1/2020	MGW		CRW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Bill Ramsey		Associate VP for Coordination and Logistics & Chief Collaboration Officer	WVU Health Sciences Center	Travel to Charleston to participate in meetings with WV health officials related to WV's response to the COVID-19 pandemic.	2

5. Lead passenger name / cell number: Gee- on file
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 AG Printed: Amy Garbrick Date: 3/31/2020

For internal use:	
9. Approved by WVU President's Office: <u>AG</u>	Date sent to LJ Aviation: <u>3/31/2020</u>
Printed name: <u>Amy Garbrick</u>	<i>Updated: 12/29/2014</i>