

**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	5/12/2020	CRW		MGW
2	5/12/2020	MGW		CRW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Clay Marsh		Vice President & Executive Dean for Health Sciences	WVU Health Sciences Center	Travel to Charleston to participate in a press conference with Governor Justice and other WV health officials related to WV's response to the COVID-19 pandemic. On March 26, 2020, Governor Justice named WVU's Dr. Marsh the state's COVID-19/Coronavirus Czar to coordinate activities related to the novel coronavirus pandemic.	2
2	Bill Ramsey		Associate VP for Coordination and Logistics & Chief Collaboration Officer	WVU Health Sciences Center		

5. Lead passenger name / cell number: Marsh- 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:  
 AG Printed: Amy Garbrick Date: 5/11/2020

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation: 5/11/2020

Printed name: Amy Garbrick Updated: 12/29/2014