

West Virginia University Airplane Reservation Form

To attend and participate in meeting with VP Pence and Governor

1. General business purpose for trip: _____
2. Department contact/ phone number: Babette Taylor/ [REDACTED] 3
3. Destination airport (if known): Trip 1 – Lewisburg; Trip 2 - Morgantown

Destination address: _____

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	8/15/2020	Morgantown	8:30am	Lewisburg, WV
2	8/15/2020	Lewisburg	3:00pm	Morgantown, WV
3				
4				


	Name	Cell number	Department	VP Division	Business Justification	Code
1	Clay B. Marsh	[REDACTED]	WVU HSC	VP HSC	To attend and participate in the Governor's Press Brief and additional meetings on the Coronavirus,	3
2					including a meeting with the WV Governor, Secretary of Commerce,	3
3					Administrator for Centers for Medicare & Medicaid Services.	3
4					General Hoyer and Vice President Pence to discuss WV's approach to	3
5					the COVID-19 pandemic.	3
6						
7						

1. Lead passenger name / cell number: Clay Marsh [REDACTED]

2. 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: _____

3. Catering:
- No catering required.
 - Catering is required. Details: _____

4. Signature of WVU President, Vice President, Chancellor or designee:

X  Printed: _____ Date: 8/14/20

For internal use:	
5. Approved by WVU President's Office: <u>AG--signed digitally</u>	Date sent to LJ Aviation: <u>8/14/20</u>
Printed name: <u>Amy Garbrick</u>	Updated: <u>12/29/2014</u>