

West Virginia University Airplane Reservation Form

To attend and participate in meeting with Dr. Debra Birx/Governor

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


Destination address: _____

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	8/19/2020	Morgantown	9:30am	Charleston, WV
2	8/19/2020	Charleston	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. Dr.	3
2	William R. Ramsey	[REDACTED]	WVU HSC	AVP HSC	Brix is the physician head of the White House Coronavirus Task Force and will travel to CRW for a conference about WV's response to COVID-19 with Governor Justice as well as medical and WVU leadership.	3
3						3
4						3
5						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:
 -  Printed: _____ Date: 8/18/20

For internal use:

5. Approved by WVU President's Office: AG- signed digitally Date sent to LJ Aviation: 8/18/20

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