

**West Virginia University Airplane Reservation Form**

To attend and participate in the Governor's Press Brief and meetings

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	8/14/2020	Morgantown	8:00am	Charleston, WV
2	8/14/2020	Charleston	4:00pm	Morgantown, WV
3				
4				

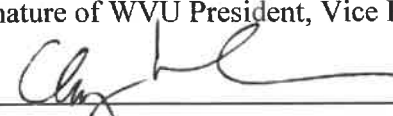
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Clay B. Marsh	[REDACTED]	WVU HSC	VP HSC	Travel to Charleston to participate in a press conference with Governor Justice and other WV health officials related to WV's response to the COVID-19 pandemic.	3
2	Bill Ramsey	[REDACTED]	WVU HSC	AVP HSC		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:

X  Printed: \_\_\_\_\_ Date: 8/13/20

For internal use:

5. Approved by WVU President's Office: \_\_\_\_\_ Date sent to LJ Aviation: \_\_\_\_\_

Printed name: \_\_\_\_\_ Updated: 12/29/2014