

West Virginia University Airplane Reservation Form

Travel to Charleston, WV to participate in meetings with WV health officials as well as the Governor's Office related to WV's response to the COVID-19 pandemic.

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 | 9/14/2020 | Morgantown | 3:30pm | Charleston, WV |
| 2 | 9/14/2020 | Charleston | 6:30pm | 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 | | | | | | 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: 9/14/20

For internal use:

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

Printed name: _____

Updated: 12/29/2014