

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 _____
3. Destination airport (if known): Trip 1 -Charleston; Trip 2 - Morgantown

Destination address: _____

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	9/15/2020	Morgantown	8:30am	Charleston, WV
2	9/15/2020	Charleston	1:00pm	Morgantown, WV
3				
4				

#	Name	Cell number	Department	VP Division	Business Justification	Code
1	Clay B. Marsh	_____	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 _____
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: 9/14/2020

For internal use:

5. Approved by WVU President's Office: AG- signed digitally Date sent to LJ Aviation: 9/14/2020

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