

**West Virginia University Airplane Reservation Form**

To attend and participate in meetings with the Governor and his staff

1. General business purpose for trip: \_\_\_\_\_
2. Department contact/ phone number: Babette Taylor/304-293-1111
3. Destination airport (if known): Trip 1 – Charleston; Trip 2 - Morgantown

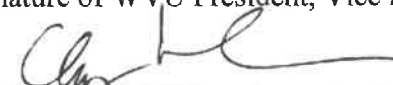
Destination address: \_\_\_\_\_

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	9/23/2020	Morgantown	8:30am	Charleston, WV
2	9/23/2020	Charleston	1:30pm	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 Strategy Session 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: 9/22/20

For internal use:

5. Approved by WVU President's Office: AG- signed digitally Date sent to LJ Aviation: 9-22-20

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