

West Virginia University Airplane Reservation Form

To attend and participate in meetings Governor and his staff

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	11/11/2020	Morgantown	9:00am	Charleston, WV
2	11/11/2020	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 Strategy Session meetings on the Coronavirus	3
2	Bill R. Ramsey	[REDACTED]	WVU HSC	AVP HSC		3
3	Gen. Jim Hoyer		WV Nat'l Guard	VP HSC	same as above	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: 11/11/20

For internal use:	
5. Approved by WVU President's Office: <u>AG- signed digitally</u>	Date sent to LJ Aviation: <u>11/11/20</u>
Printed name: <u>Amy Garbrick</u>	Updated: <u>12/29/2014</u>