

**West Virginia University Airplane Reservation Form**

To attend and participate in meetings with Governor re Coronavirus

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	12/3/2020	Morgantown	9:00am	Charleston, WV
2	12/3/2020	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 various meetings on Coronavirus/ WV's response to the COVID-19 pandemic.	3
2	Jim Hoyer	[REDACTED]	WVU HSC	VP HSC		3
3	Bill Ramsey	[REDACTED]	WVU HSC	VP HSC		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: 12/3/20

For internal use:	
5. Approved by WVU President's Office: <u>AG- signed digitally</u>	Date sent to LJ Aviation: <u>12/2/2020</u>
Printed name: <u>Amy Garbrick</u>	Updated: <u>12/29/2014</u>