

**West Virginia University Airplane Reservation Form**

To attend and participate in meetings regarding WV's response to the

1. General business purpose for trip: COVID-19 pandemic as well as participate in the Governor's Inauguration
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	1/22/2021	Morgantown	11:00am	Charleston, WV
2	1/22/2021	Charleston	3:30pm	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 Inauguration and additional meetings on Coronavirus	3
2	Jim Hoyer	[REDACTED]	WVU HSC	VP HSC	same as above	3
3	Bill Ramsey	[REDACTED]	WVU HSC	VP HSC	same as above	3
4						3
5						3
6						
7						

1. Lead passenger name / cell number: Clay Marsh-614-496-1621
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: 1/22/21

For internal use:

5. Approved by WVU President's Office: \_\_\_\_\_ Date sent to LJ Aviation: \_\_\_\_\_
- Printed name: \_\_\_\_\_ Updated: 12/29/2014