







West Virginia University Airplane Reservation Form

1. General business purpose for trip: Clinic in Gilbert, WV
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Yeager Airport, Charleston, WV
4. Destination address: 100 Airport Rd Charleston, WV

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	Feb. 18, 21	Morgantown, WV	07:00	Charleston, WV
2	Feb. 18, 21	Charleston, WV		Morgantown, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	John Brick, MD		neurology	WVU SOM	clinical	3
2	Judie Charlton, MD		ophthalmology	WVU SOM	clinical	3
3	Becky DeWitt		neurology	WVU SOM	clinical	3
4	Ahmet Yildirim		neurology	WVU SOM	clinical	3
5	Tom Fakadej		ophthalmology	WVU SOM	clinical	3
6						
7						

5. Lead passenger name / cell number: John Brick 

6. 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: _____

7. Catering:
- No catering required.
- Catering is required. Details: _____

8. Signature of WVU President, Vice President, Chancellor or designee:

X Amy Garbrick AG Printed: _____ Date: 2/17/2021

For internal use:	
9. Approved by WVU President's Office: <u>AG</u>	Date sent to LJ Aviation: <u>2/17/2021</u>
Printed name: <u>AMY GARBRICK</u>	Updated: 12/29/2014