

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	March 18, 2021	Morgantown, WV	07:00	Charleston, WV
2	March 18, 2021	Charleston, WV		Morgantown, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	John Brick, MD	[REDACTED]	neurology	WVU SOM	clinical	3
2	Becky DeWitt	[REDACTED]	neurology	WVU SOM	clinical	3
3	Janet Wu	[REDACTED]	neurology	WVU SOM	clinical	3
4						
5						
6						
7						

5. Lead passenger name / cell number: John Brick [REDACTED]
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: Becky Dewitt is driving vehicle
7. Catering:
  - No catering required.
  - Catering is required. Details: \_\_\_\_\_
8. Signature of WVU President, Vice President, Chancellor or designee:

X AG Printed: AMY GARBRICK Date: 3/17/2021

For internal use:	
9. Approved by WVU President's Office: <u>AG</u>	Date sent to LJ Aviation: <u>3/17/2021</u>
Printed name: <u>AMY GARBRICK</u>	Updated: 12/29/2014