

**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	Apr. 15, 2021	Morgantown, WV	07:00	Charleston, WV
2	Apr. 15, 2021	Charleston, WV	7:00PM	Morgantown, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	John Brick, MD	[REDACTED]	neurology	WVU SoM	clinical	3
2	Judie Charlton, MD	[REDACTED]	ophthalmology	WVU SoM	clinical	3
3	Becky DeWitt	[REDACTED]	neurology	WVU SoM	clinical	3
4	Chloe Delumpa	[REDACTED]	ophthalmology	WVU SoM	clinical	3
5	Natalie Hobeika	[REDACTED]	neurology	WVU SoM	clinical	3
6	Benton Nanners	[REDACTED]	neurology	WVU SoM	clinical	3
7	Adam Uraco	[REDACTED]	neurology	WVU SoM	clinical	3

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: \_\_\_\_\_

7. Catering:  
 No catering required.  
 Catering is required. Details: \_\_\_\_\_

8. Signature of WVU President, Vice President, Chancellor or designee:  
  Printed: Clay B. Marsh, MD Date: 4/12/21

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation: 4/12/21  
 Printed name: AMY GARBRICK Updated: 12/29/2014