

**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 \_\_\_\_\_
- 3. Destination airport (if known): Trip 1 -Charleston; Trip 2 - Morgantown

Destination address: CRW airport

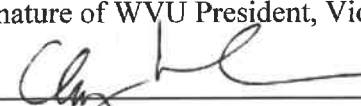
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	4/23/2021	Morgantown	8:15am	Charleston, WV
2	4/23/2021	Charleston	12:45pm	Morgantown, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Clay B. Marsh	_____	WVU HSC	VP HSC	To attend and participate in various meetings on Coronavirus	3
2	Jim Hoyer	_____	WVU HSC	VP HSC	same as above	3
3	Bill Ramsey	_____	WVU HSC	VP HSC	same as above	3
4						3
5						3
6						
7						

1. Lead passenger name / cell number: Clay Marsh \_\_\_\_\_

- 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: CLAY MARSH Date: 4/23/21

For internal use:

5. Approved by WVU President's Office: AG Date sent to LJ Aviation: 4/22/2021  
Printed name: AMY GARBRICK Updated: 12/29/2014