

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Clinic in Gilbert, WV. Provide medical clinical services in southern WV at the Gilbert Clinic
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 25311

Leg	Trip Date	Departure City	Departure Time	Arrival City
1	November 18, 2021	Morgantown, WV	07:00	Charleston, WV
2		Charleston, WV		Morgantown, WV
3				
4				

	Name	Cell Number	Department	VP Division	Business Justification	Code
1	John Brick, MD	[REDACTED]	Neurology	WVU SoM	Clinical Services	3
2	Judie Charlton, MD	[REDACTED]	Ophthalmology	WVU SoM	Clinical Services	3
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: \_\_\_\_\_

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

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

X  Printed: CLAY MARSH Date: 11/16/21

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation: 11/16/2021

Printed name: Amy Garbrick

Updated: 12/29/2014