

West Virginia University Airplane Reservation Form

1. General business purpose for trip: WV's response to the COVID-19 pandemic
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: CRW airport

Leg: Trip date: _____ Departure City: _____ Departure Time: _____ Arrival City: _____

1	10/7/2021	MGW		CRW
2	10/7/2021	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Jim Hoyer		WVU VP for Economic Development and Director of the JIATF	WVU HSC	Travel to Charleston, WV for meetings related WV and WVU's response to the COVID-19 pandemic.	2,3
2	Clay Marsh		WVU HSC Vice President and Executive Dean and Coronavirus "Czar"	WVU HSC		

5. Lead passenger name / cell number: Gee- on file
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 AG Printed: Amy Garbrick Date: 10/6/2021

For internal use:	
9. Approved by WVU President's Office: <u>AG</u>	Date sent to LJ Aviation: <u>10/6/2021</u>
Printed name: <u>Amy Garbrick</u>	<i>Updated: 12/29/2014</i>