

West Virginia University Airplane Reservation Form

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

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

1	11/17/2021	MGW		CRW
2	11/17/2021	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Clay Marsh		WVU Health Sciences VP and Exec Dean	WVU HSC	Travel to Charleston, WV for multiple meetings related to WV and WVU's efforts related to the COVID-19 pandemic .	2, 4, 6
2	Jim Hoyer		VP Econ Dev	President's Office		

1. Lead passenger name / cell number: _____ Gee- on file _____
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:

X AG Printed: Amy Garbrick Date: 11/16/2021

For internal use:

5. Approved by WVU President's Office: AG Date sent to LJ Aviation: 11/16/2011

Printed name: Amy Garbrick Updated: 12/29/2014