

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Various meetings with State officials related to 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	Jan 6 2022	MGW		CRW
2	Jan 6 2022	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Jim Hoyer		WVU VP Economic Innovation	President's Office	Various meetings with State officials related to WV's response to the COVID-19 pandemic.	4
2	Clay Marsh		WVU VP and Exec Dean for HSC	HSC		

1. Lead passenger name / cell number: Jim Hoyer
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:
 AG Printed: Amy Garbrick Date: 1/5/2022

For internal use:

5. Approved by WVU President's Office: AG Date sent to LJ Aviation 01/05/2022
- Printed name: Amy Garbrick Updated: 12/29/2014