

West Virginia University Airplane Reservation Form

To attend various business meetings with new Dean Dr. Richard Thomas at the Eastern Division and to

attend a thank you reception for outgoing Dean, Emma Eggleston.

1. General business purpose for trip: _____
2. Department contact/ phone number: Babette Taylor/3 [REDACTED]
3. Destination airport (if known): Trip 1 – Martinsburg, WV

Destination address: Trip 2 - Morgantown, WV

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	1/19/23	Morgantown, WV	3:00pm	Martinsburg, WV
2	1/19/23	Martinsburg, WV	9:00pm	Morgantown, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Clay Marsh	[REDACTED]	WVU HSC	VP HSC	While on the campus of the Eastern Division,	3
2	Bill Ramsey		WVU HSC	AVP HSC	passengers met with donors, faculty, students	3
3	Sally Hodder		WVU HSC	AVP HSC	and staff along with the newly appointed dean	3
4	Allie Karshenas		WVU HSC	AVP HSC	(effective Jan. 1, 2023).	3
5						3
6						
7						

1. Lead passenger name / cell number: Clay Marsh [REDACTED]

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: _____ Date: 1/19/2023

For internal use:

5. Approved by WVU President's Office: Amy Garbrick 1/18/23 Date sent to LJ Aviation: _____

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