

West Virginia University Airplane Reservation Form

1. General business purpose for trip: 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	Sep. 21, 2023	Morgantown, WV	07:00	Charleston, WV
2	Sep. 21, 2023	Charleston, WV	19:00	Morgantown, WV
3				
4				


	Name	Cell Number	Department	VP Division	Business Justification	Code
1	John Brick, MD	Leg 1, 2	Neurology	WVU SoM	Clinical Services	3
2	Judie Charlton, MD	Leg 1, 2	Ophthalmology	WVU SoM	Clinical Services	3
3	Danielle Sblendorio	Leg 1, 2	Neurology	WVU SoM	Clinical Services	3
4	Annahita Amireskandari, MD	Leg 1, 2	Ophthalmology	WVU SoM	Clinical Services	3
5	Mohammed Sarvath	Leg 1, 2	Neurology	WVU SoM	Clinical Services	3
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 B. Marsh, MD Date: 9/18/23

For internal use:	
9. Approved by WVU President's Office: <u>AG</u>	Date sent to LJ Aviation: <u>9/18/2023</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014