

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	Oct. 19, 2023	Morgantown, WV	07:00	Charleston, WV
2	Oct. 19, 2023	Charleston, WV	19:00	Morgantown, WV
3				
4				

	Name	Cell Number	Department	VP Division	Business Justification	Code
1	John Brick, MD		Neurology	WVU SoM	Clinical Services	3
2	Danielle Sblendorio		Neurology	WVU SoM	Clinical Services	3
3	Sakshi Kaul, MD		Neurology	WVU SoM	Clinical Services	3
4						
5						
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 Marsh Date: 10/18/2023

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation: 10.18.2023

Printed name: Amy Garbrick

Updated: 12/29/2014