


West Virginia University Airplane Reservation Form

1. General business purpose for trip: See below
2. Department contact/ phone number: Amy Garbrick 3-8763
3. Destination airport (if known): Yeager Capital Jet Center
4. Destination address: 300 Eagle Mountain Road/Charleston, WV 25311

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

1	04.26.2023	MGW	8:30AM	CRW
2	04.26.2023	CRW	3:00PM	MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR CLAY MARSH	Leg 1, 2	Chancellor & Executive Dean	HSC Administration	Lead and participate in a WV Dept of Health and Human Resources all-day strategy meeting and to meet with various stakeholders, legislators, and other State officials.	4
2	JAMES HOYER	Leg 1, 2	VP for Start Up WV	Strategic Initiatives		
3	JEFF COBEN	Leg 1, 2	Interim Cabinet Secretary	WV Dept. of Health & Human Resources		
4	BILL RAMSEY	Leg 1, 2	Assoc. VP for Coordination & Logistics	WVU HSC Admin.		
5						
6						

5. Lead passenger name / cell number: Clay Marsh 
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 AG Printed: Amy Garbrick Date 4/25/2023

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 4/25/2023
- Printed name: Amy Garbrick Updated: 12/29/2014