West Virginia University Airplane Reservation Form

1. General business purpose for trip: See below
2. Department contact/ phone number: _____
3. Destination airport (if known): Eastern WV Regional Airport
4. Destination address: 170 Aviation Way/Martinsburg, WV 25405

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	06.29.2023	MGW	4:45PM	MRB
2	06.29.2023	MRB	8:00PM	MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Clay Marsh	Leg 1, 2	Chancellor and Executive Dean	Chancellor and Executive Dean, West Virginia University Health Sciences	Dr. Marsh and Dr. Ramsey were invited to join a panel discussion on "Post-pandemic healthcare: A discussion of growth, stress and civility," at WVU Health Sciences Center-Eastern Campus Auditorium. Dr. Marsh and Dr. Ramsey lead the state's pandemic response.	4
2	Bill Ramsey	Leg 1, 2	Assoc. VP for Coordination and Logistics	Associate Vice President for Coordination and Logistics & Chief Collaboration Officer		
3						
4						
5						
6						

5. Lead passenger name / cell number: CLAY MARSH [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:
   _X_ No catering required.
   ____ Catering is required. Details: _____
8. Signature of WVU President, Vice President, Chancellor or designee:

   X AG Printed: Amy Garbrick 6/28/2023 Date _____

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 6/28/223 _____

Printed name: Amy Garbrick

Updated: 12/29/2014