

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Meet with HEPC Chancellor Hill re: Beckley campus
2. Department contact/ phone number: Ann Claycomb
3. Destination airport (if known): Yeager in Charleston
4. Destination address: Chancellor Paul Hill's office: 1018 Kanawha Blvd. East, Suite 700

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	7/9/15	Morgantown (MGW)	11:00 a.m.	Charleston
2	7/9/15	Charleston	3:00 p.m.	Morgantown

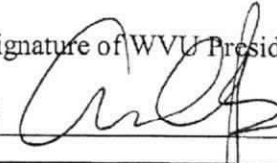
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Russ Dean	304-692-8814	Provost's Office	Academic Affairs	Meet with Chancellor Hill	2
2	Sue Day-Perroots	<i>return flight only</i>	Provost's Office	Academic Affairs	Same	2
5	Elizabeth Hamilton		Provost's Office	Academic Affairs	Same	2

5. Lead passenger name / cell number: Russ Dean 304-692-8814

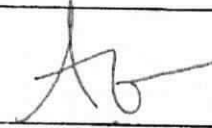
6. Ground transportation:
- No ground transportation required.
- I prefer to set up my own ground transportation.
- I prefer to have LJ Aviation set up ground transportation.

7. Catering:
- No catering required.
- Catering is required. Details: _____

8. Signature of WVU President, Vice President, Chancellor or designee:

X  Printed: Ann Claycomb Date: 6/30/15

For internal use:

9. Approved by WVU President's Office: 

Printed name: Amy Gaubrock

Date sent to LJ Aviation: 7/1/15

Updated: 12/29/2014