

Missing Geo

West Virginia University Airplane Reservation Form

- 1. General business purpose for trip: Attend HEPC Summit meeting: Beckley
- 2. Department contact/ phone number: Laura Hackett / 5701
- 3. Destination airport (if known): Raleigh County Memorial (BKW) Airport
- 4. Destination address: Erma Byrd Center, 300 University Drive, Beaver West Virginia

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	7/27/2015	Morgantown, WV (MGW)	8:45 am	BKW
2	7/27/2015	BKW	2:45 pm	Morgantown, WV (MGW)
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Joyce McConnell	304 282 1693	Office of the Provost	Academic Affairs	Attendance required per HEPC to attend Summit meeting; discussing WVU's move to Beckley area with other local institutions.	2
2	Sue Day - Perroots	304 224 3756	Academic Innovation	Academic Affairs	Same as above	2
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5. Lead passenger name / cell number: Joyce McConnell 304 282 1693

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: Please arrange a rental car for these two passengers upon arrival

7. Catering:

No catering required.

Catering is required. Details: _____

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

xjauratackett Printed: LAURA HACKETT Date: 7/17/15

For internal use:

9. Approved by WVU President's Office: AJG Date sent to LJ Aviation: 7/19/15

Amy Garbrick

West Virginia University Airplane Reservation Form

General business purpose for trip – At the request of Rob Moyer, Lisa will be looking at the houses on WVU Beckley Campus and taking measurements to be used for CAD drawings that we are required to have.

*Lisa is joining a flight that is already scheduled to Beckley. - AG

1. Department contact/ phone number: Melissa 3-2545
2. Destination airport (if known): Beckley
3. Destination address: WVU Beckley Campus

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	7/27/15	Morgantown, WV	8:45am	Beckley, WV
2	7/27/15	Beckley, WV	2:45pm	Morgantown, WV
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	Name	Cell number	Department	VP Division	Business Justification	Code
1	Lisa Kniceley	304-290-9983	Facilities	Admin / Fin	see above	4
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Lead passenger name/cell number: Lisa Kniceley 304-29-9983

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

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

Melissa A. Peterson Printed: Melissa A. Peterson Date: 7-24-15

For internal use:

5. Approved by WVU President's Office: [Signature] Date sent to LJ Aviation: 7/24/15

Printed name: Amy Garbrick Updated: 12/29/2014

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Meeting with Congressman McKinley (in Washington, DC with Rob Alsop)
2. Department contact/ phone number: Angie Eaglen 3-5841
3. Destination airport (if known): Dulles Int'l
4. Destination address: Congressman McKinley's office

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	July 24, 2015	Morgantown	9:15 AM	Dulles
2	July 24, 2015	Dulles	3:00 PM	Morgantown
3		MGW		Lewisburg
4		Lewisburg, back to IAD		

5		IAD back to MGW					
6	July 27 2015	Lewisburg to MGW					
Name	Cell number	Department	VP Division	Business Justification		Code	
1	Rob Alsop legs 1, 5	304-553-6791	Legal	VP Legal Affairs		2	
2	Gordon Gee, legs 3, 6		President's Office	President's Office	President Gee will travel to Lewisburg to participate in events surrounding the National Governor's Association at the Greenbrier Resort.		
3							
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5. Lead passenger name / cell number: Rob Alsop 304-553-6791


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: Rob ALSOP Date: 7-23-15

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 7/23/15

Printed name: Amy Garbick Updated: 12/29/2014