

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		

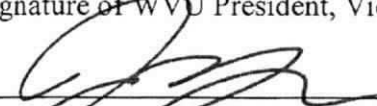
5		IAD back to MGW					
6		Lewisburg to MGW					
Name	Cell number	Department	VP Division	Business Justification	Code		
1	Rob Alsop legs 1, 5	304-553-6791	Legal	VP Legal Affairs		2	
2	Gordon Gee, legs 3, 6		President's Office	President's Office	President Gee will travel to Lewisburg to participate in events surrounding the National Governor's Association at the Greenbrier Resort.		
3							
4							
5							
6							
7							

5. Lead passenger name / cell number: Rob Alsop 304-553-6791

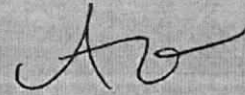
6. Ground transportation:
- No ground transportation required.
- I prefer to set up my own ground transportation.
- I prefer to have LJ Aviation set up ground transportation. Details: _____

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