

West Virginia University Airplane Reservation Form

General business purpose for trip – To meet with the State Budget Office and State Auditor to discuss OASIS payroll implementation

1. Department contact/ phone number: Melissa 3-2545
2. Destination airport (if known): Charleston
3. Destination address: State Capital

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	7/28/15	Morgantown, WV	8:00am	Charleston, WV
2	7/28/15	Charleston, WV	2:30pm	Morgantown, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Dan Durbin	304-290-8673	Finance	Admin/Fin	see above	4
2	David Watkins	304-685-4724	Planning & Treasury	Admin/Fin		
3	Todd Witter	304-288-3699	ITS	Admin/Fin		
4	Narvel Weese		VP / Admin & Fin	Admin/Fin		
5						
6						
7						

Lead passenger name/cell number: Dan Durbin 304-290-8673

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. Patterson Printed: Melissa A. Patterson Date: 7/27/15

For internal use:

5. Approved by WVU President's Office: *[Signature]* Date sent to LJ Aviation: 7/27/15
 Printed name: Amy Garbriek Updated: 12/29/2014