

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Attend 2016 Tech Commencement events in Montgomery, WV
2. Department contact/ phone number: Laura / x 3 5701
3. Destination airport (if known): Charleston, WV
4. Destination address: Tech Campus, Montgomery, WV

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	5/6/16	Morgantown	4:00 pm	Charleston
2				
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Joyce McConnell	304 282 1693	Office of the Provost	Academic Affairs	Attend and participate in Tech's Commencement activities for 2016 – Commencement reception on 5/6 for those participating in the ceremony at the Robinson House on campus, followed by the ceremony on 5/7: both McConnell and Turton are participating in the ceremony on stage, in their Regalia	5
2	Richard Turton		Statler College, Professor	Academic Affairs		
3						
4						
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6						
7						

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: _____
7. Catering:
 - No catering required.
 - Catering is required. Details: _____
8. Signature of WVU President, Vice President, Chancellor or designee:

Laura A. Hackett
 X Hackett Printed: Laura Hackett Date: 5/3/16

For internal use:

9. Approved by WVU President's Office:

AG

Date sent to LJ Aviation: 5/3/16

Printed name: Amy Garbrick

Updated: 12/29/2014