

### West Virginia University Airplane Reservation Form

1. General business purpose for trip: Attend Kentucky Intercollegiate Athletic Conference (KIAC) Council of President's Meeting \_\_\_\_\_
2. Department contact/ phone number: \_\_\_\_\_ Laura / x 3 5701
3. Destination airport (if known): \_\_\_\_\_ Covington, KY - CVG
4. Destination address: \_\_\_\_\_ Cincinnati Christian University 2700 Glenway Avenue, Cincinnati, OH 45204

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	5/17/16	Charleston, WV	11:15 am	Covington, KY
2	5/17/16	Covington, KY	4:30 pm	Charleston, WV
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Leg	Name	Cell number	Department	VP Division	Business Justification	Code
1	Carolyn Long	304-838-4124	WVU TECH, Office of the President	Academic Affairs	WVU Tech, represented by President Carolyn Long, is participating in the annual Council of President's Meeting hosted by the Kentucky Intercollegiate Athletic Conference; WVU TECH is an active member in this organization. President Long needs to return to campus ASAP as members of the Chinese delegation are coming to Montgomery to meet with President Long and other top administrators from WVU on May 18 <sup>th</sup> .	3
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5. Lead passenger name / cell number: \_\_\_\_\_ Carolyn Long \_\_\_\_\_ 304-838-4124
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 rental car (if possible) or arrange to/from car service: 2700 Glenway Avenue, Cincinnati, OH 45204
7. Catering:
  - No catering required.
  - Catering is required. Details:

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

Laura A. Hackett

Printed: Laura Hackett

Date: 5/13/16

For internal use:

9. Approved by WVU President's Office:

AB

Date sent to LJ Aviation:

5/13/16

Printed name:

Amy Gaubrick

Updated: 12/29/2014