

West Virginia University Airplane Reservation Form

- General business purpose for trip: Attend meeting at WVU Tech with members from the Chinese Delegation and Tech President, Carolyn Long and also attend Legislative Meeting on behalf of WVU
- Department contact/ phone number: Laura / x 3 5701
- Destination airport (if known): Charleston, WV
- Destination address: Tech Campus, Montgomery, WV

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	5/18/16	Morgantown, WV	7:15 am	Charleston, WV
2	5/18/16	Charleston, WV	3:00 pm	Morgantown, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Russ Dean	304-692-8814	Office of the Provost	Academic Affairs	Members of the Chinese Delegation will be visiting WVU TECH for an extensive tour of campus – top administrators from WVU (Dean, Weese, Taylor) will be part of the visit and potential negotiations due to their extensive knowledge of the grounds and facilities, alongside President Long. While in Charleston, this group will also attend a Legislative Meeting taking place at the Capitol alongside Rob Aslop	5
2	Narvel Weese	304-216-2244	Admin & Finance	Division of Finance		
3	Stephanie Taylor		General Counsel	Legal Affairs		
4	Gerald Lang		Forensic and Invest. Science	Academic Affairs		
5						
6						
7						

5. Lead passenger name / cell number: Russ Dean 304-692-8814

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: *will use car at airport

7. Catering:

No catering required.

Catering is required. Details: _____

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


Laura Hackett

Printed: Laura Hackett

Date:

5/17/16

For internal use:

9. Approved by WVU President's Office: 

Date sent to LJ Aviation: 5/17/14

Printed name: Amy Garbrick

Updated: 12/29/2014