

West Virginia University Airplane Reservation Form

1. General business purpose for trip: attend meeting with State officials
2. Department contact/ phone number: Angie Eaglen 3-5841
3. Destination airport (if known): Morgantown, WV
4. Destination address: Charleston, WV

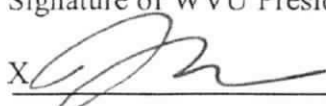
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	June 25, 2016	Morgantown, WV	5:00 PM	Charleston, WV
2	June 25, 2016	Charleston, WV	8:30 PM	Morgantown, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Rob Alsop	304-553-6791	Legal	VP Legal Affairs	Attending wedding in Charleston attended by State and federal officials and community leaders; using the opportunity to network with those individuals relating to University initiatives, flood relief efforts, and State economic initiatives	2
2	Jessica Alsop		Guest of Rob Alsop	<i>Legal</i>		2
3	Gordon Gee	304-376-2879	<i>President's Office</i>	<i>Presidents Office</i>		2
4	Laurie Erickson		Guest of Gordon Gee	<i>Presidents Office</i>		2
5						
6						
7						

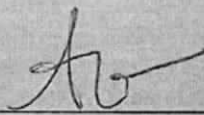
5. Lead passenger name / cell number: Rob Alsop 304-553-6791

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: 6-24-16

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 6/24/16
 Printed name: Amy Gaebler Updated: 12/29/2014