

**West Virginia University Airplane Reservation Form**

General business purpose for trip: tour of clinical trials building similar to what WVU <sup>is</sup> building in the Research Park; ~~no hope to replicate their model here at WVU.~~

1. Department contact/ phone number: Melissa 3-2545
2. Destination airport (if known): Gainesville Regional, University Air Center
3. Destination address: University of Florida

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	7/6/2016	Morgantown, WV	7:00AM	Gainesville, FL
2	7/6/2016	Gainesville, FL	4:00PM	Morgantown, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Narvel Weese	304-216-2244	VPAF	VPAF	See above	3,4
2	Rossi Wiles	304-216-5894	Legal Services	VP Legal Srvcs	See above	3,4
3	Shannon Mundell	304-685-7185	Facilities	VPAF	See Above	3,4
4	Allie Kershenas	510-432-2014	Clinical Rsch.	VP HSC	See Above	3,4
5	Joe Patten	412-606-2403	Facilities	VPAF	See Above	3,4
6	Rob Beck	412-736-1466	Procurement	VPAF	See Above	3,4
7	<u>Dr. Dorian Williams</u>		Clinical Rsch.	VP HSC	See Above	3,4

Lead passenger name/cell number: \_\_\_\_\_

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 Patterson Printed: Melissa Patterson Date: 6.29.16

For internal use:	
5. Approved by WVU President's Office: <u>[Signature]</u>	Date sent to LJ Aviation: <u>6/29/16</u>
Printed name: <u>Amy Garbriek</u>	Updated: 12/29/2014