

West Virginia University Airplane Reservation Form

1. General business purpose for trip: To attend meeting at the State Auditor's Office
2. Department contact/ phone number: Angie Eaglen 3-5841
3. Destination airport (if known): Charleston, WV
4. Destination address: State Auditor's Office

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	July 21, 2016	Morgantown	12:00 noon	Charleston, WV
2	July 21, 2016	Charleston	3:00 p.m.	Morgantown, WV
3				
4				


	Name	Cell number	Department	VP Division	Business Justification	Code
1	Rob Alsop	304-553-6791	Legal	Legal Affairs Administration	Attending meeting at the State Auditors Office regarding SciQuest and the impact it has on WVU computer and payroll systems.	2
2	Narvel Weese	304-216-2244	Admin & Finance	VP Admin & Fin		2
3	Dan Durbin	304-290-8673	Finance	VP Admin & Finance		2
4	John Campbell	765-430-7195	IT	VP Acad Affairs		2
5	Todd Witter		IT	VP Acad Affairs		2
6	David Beaver		Finance	VP Admin & Finance		2
7	Rachel Hays		Finance	VP Admin & Finance		

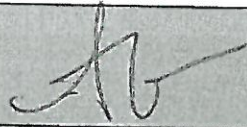
5. Lead passenger name / cell number: Rob Alsop 304-553-6791

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: 7/18/16

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>7/18/16</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014