

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: to attend meeting regarding BRNI
2. Department contact/ phone number: Angie Eaglen 3-5841
3. Destination airport (if known): Staunton, VA
4. Destination address: Staunton, VA

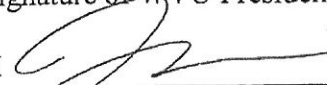
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	Aug 25, 2016	Morgantown	12:00 PM	Charleston, WV
2	Aug 25, 2016	Charleston	5:00 PM	Morgantown, WV
3				
4				

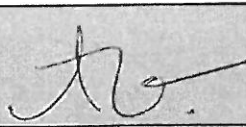
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Rob Alsop	304-553-6791	Legal	Legal Affairs Administration	To attend meeting with opposing counsel regarding the Blanchette Rockefeller Neuroscience Institute and Daniel Alkon.	2
2	Thomas Vorbach		Legal <i>WVU's outside counsel</i>	Legal Affairs Administration		2
3						
4						
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: 8/25/16

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>8/25/16</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014