

West Virginia University Airplane Reservation Form

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

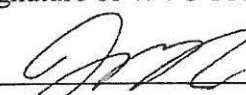
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	Sept 8, 2016	Morgantown	8:00 AM	Charleston, WV
2	Sept 8, 2016	Charleston	10:15 AM	Morgantown, WV
3				
4				

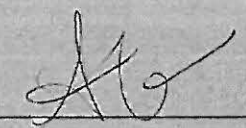
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Rob Alsop	304-553-6791	Legal	Legal Affairs Administration	To meet with State Tax Commissioner regarding WVU and City of Morgantown taxes.	2
2	Eldon Callen		Mon Co Commission President	Accompanying Rob Alsop		2
3						
4						
5						
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 8/26/16 Date: _____

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