

West Virginia University Airplane Reservation Form

1. General business purpose for trip: To attend meeting Kanawha Valley Council meeting
2. Department contact/ phone number: Angie Eaglen 3-5841
3. Destination airport (if known): Charleston, WV
4. Destination address: Technology Community Building, Montgomery

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	Sept 7, 2016	Morgantown	3:45 PM	Charleston, WV
2	Sept 7, 2016	Charleston	8:00 PM	Morgantown, WV
3				
4				

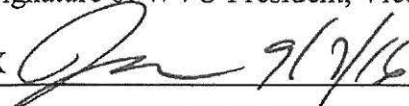
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Rob Alsop	304-553-6791	Legal	Legal Affairs Administration	To meet with the Upper Kanawha Valley Resiliency and Revitalization Council meeting to discuss moving TECH to Beckley and impact on the community.	2
2						
3						
4						
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  9/7/16 Printed: Rob Alsop Date: 9-6-16

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