

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Meet with Cameron Cochran, Cline Foundation
2. Department contact/ phone number: Laura / x 3 5701
3. Destination airport (if known): Charlotte, North Carolina
4. Destination address: Napa on Providence, 110 Perrin Place, Charlotte NC 28207

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	9/19/16	Morgantown, WV	10:00 am	Charlotte, NC
2	9/19/16	Charlotte, NC	3:30 pm	Morgantown, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Joyce McConnell	304 282 1693	Office of the Provost	Academic Affairs	Meet with Cameron Cochran, representative from the Cline Family Foundation to discuss future opportunities to give – specifically around entrepreneurship/innovation and Beckley.	4
2	Cindi Roth		Office of the President	WVU Foundation		
3	B.J. Davisson		Senior VP Development, Chief Development Officer	WVU Foundation		
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5. Lead passenger name / cell number: Joyce McConnell 304 282 1693

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: Please arrange for a SUV rental car for this group to use during their time in Charlotte. They will return prior to departing in the afternoon.

7. Catering:
 No catering required.
 Catering is required. Details: _____

8. Signature of WVU President, Vice President, Chancellor or designee:
Laura Hackett
 Printed: Laura Hackett Date: 9/14/16

For internal use:

9. Approved by WVU President's Office:

AG

Date sent to LJ Aviation:

9/16/14

Printed name:

Amy Garbrick

Updated: 12/29/2014