

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Attend in-person hearing for the Division I Committee on Infractions, hosted by the NCAA _____
2. Department contact/ phone number: _____ Laura / x 3 5701 _____
3. Destination airport (if known): _____ Indianapolis , Indiana _____
4. Destination address: _____ Sheraton Indianapolis Hotel at Keystone Crossing, 8787 Keystone Crossing
Indianapolis, Indiana _____

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	9/23/16	Morgantown, WV	6:30 am	Indianapolis, Indiana
2	9/23/16	Indianapolis, Indiana	7:00 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	Provost McConnell is a member of the Board for the Division I Committee on Infractions, operated by the National Collegiate Athletic Association. She is participating in a hearing and subsequent proceedings related to academic matters in collegiate sport settings.	3
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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 a car to bring Joyce from the airport directly to the hotel listed above. She will also need a driver to bring her back to the airport for her departing flight. She will remain at the hotel for the entire day.
7. Catering:
 - No catering required.
 - Catering is required. Details: _____
8. Signature of WVU President, Vice President, Chancellor or designee: _____

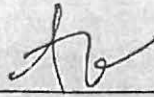
Laura a.
X Hackett

Printed: Laura Hackett

Date: 9/14/16

For internal use:

9. Approved by WVU President's Office:



Date sent to LJ Aviation:

9/15/16

Printed name: Amy Garbrick

Updated: 12/29/2014