

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: to attend various meetings at Governor's request
2. Department contact/ phone number: Angie Eaglen 3-5841
3. Destination airport (if known): Charleston, WV
4. Destination address: State Capitol

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	Sept 29, 2016	Morgantown	9:30 AM	Charleston, WV
2	Sept 29, 2016	Charleston	4:00 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 meetings at the Governor's office regarding WVU	2
2						
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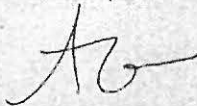
5. Lead passenger name / cell number: Rob Alsop 304-553-6791

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: 9-27-16

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>9-28-16</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014