

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Meet with specialists with Inside Track consulting firm
2. Department contact/ phone number: Laura / x 3 5701
3. Destination airport (if known): BNA , Nashville International
4. Destination address: Inside Track Offices, 222 2<sup>nd</sup> Ave, N, Suite 200 Nashville

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	11/10/16	Morgantown, WV	7:00 am	Nashville, TN
2	11/10/16	Nashville, TN	3:00 pm	Morgantown, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1 ✓	Keith Bailey		Dean, WVU Online - CPE	Academic Affairs	Visit with Inside Track team specialists to help identify key areas where WVU can improve and grow enrollment, completion and career readiness - Inside Track is a consulting firm that assists colleges and universities to enhance their student support programs	3
2 ✓	Julie Thalman		Executive Director, WVU Online - CPE	Academic Affairs		
3 ✓	Mark Gavin		Associate Dean, B&E	Academic Affairs		
4 ✓	Aimee Pfeifer		Registrar, Office of the Registrar	Academic Affairs		
5 ✓	John Campbell		Associate Provost, ITS	Academic Affairs		
6 ✓	Stephen Lee		Associate VP, Enrollment Management Division	Academic Affairs		
7 ✓	Donna Hylton		Technologist, Office of Admissions	Academic Affairs		

5. Lead passenger name / cell number: John Campbell [REDACTED]

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:  
Laura Hackett  
 X Hackett Printed: Laura Hackett Date: 11/7/16

For internal use:  
 9. Approved by WVU President's Office: [Signature] Date sent to LJ Aviation: 11/7/16  
Amy Garbrick