

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Visit the Explorer Academy in Huntington, WV
2. Department contact/ phone number: Laura / x 3 5701
3. Destination airport (if known): Huntington, WV
4. Destination address: Explorer Academy, 2901 Saltwell Road, Huntington, WV 25705

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	10/31/16	Morgantown, WV	8:30 am	Huntington, WV
2	10/31/16	Huntington, WV	2:00 pm	Morgantown, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gypsy Denzine		College of Education and Human Services	Academic Affairs	Four members of the West Virginia Public Education Collaborative will be representing this group at the Explorer Academy in Huntington, WV. The WVPEC is a statewide group convened in part by President Gee to strategize improving public education in the state at ALL levels. Making a trip like this to see an innovative elementary school, is key to the WVPEC mission and to public perception about the WVPEC as a "non-partisan" group that does not just privilege WVU priorities but reaches across the state. Expeditionary Learning, a teaching/learning method that is widely-regarded as highly effective and perhaps even "the way of the future." Two of our members, including WVPEC Co-Chair Gypsy Denzine, need to use the WVU plane to travel to Huntington because of work commitments in Morgantown at either end. Three members of the leadership team from the WVU College of Education and Human Services will also join the group. The group will tour the Academy and then have a working lunch with leaders and staff from the Academy onsite.	3
2	Cecil M. Smith					
3	Jayne Brandel					
4	Laura Porter					
5	Robert Maheffey		Executive Director of the Rural School and Community Trust	Office of the Provost, Academic Affairs		
6						
7						

5. Lead passenger name / cell number: Gypsy Denzine 

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 A. Hackett*

*Hackett*

Printed: Laura Hackett

Date: 10/27/16

For internal use:

9. Approved by WVU President's Office: *to*

Date sent to LJ Aviation 10/28/16

Printed name: *Amy Gabrielle*

Updated: 12/29/2014