

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Attend NAIA Sweet 16 Men's Soccer Tournament (WVU Tech)
2. Department contact/ phone number: Laura / x 3 5701
3. Destination airport (if known): Boca Raton, FL
4. Destination address: 650 Okeechobee Blvd, West Palm Beach Florida 33401 (location of tournament)

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	11/27/16	Beckley, WV	12:45 pm	Boca Raton, FL (BCT)
2	11/28/16	Boca Raton, FL	3:00 pm	Beckley, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1 ✓	Carolyn Long	[REDACTED]	Office of the President WVU Tech	WVU Tech	Attend the NAIA Sweet 16 Men's Soccer Tournament in support of WVU TECH men's soccer, of which the men's soccer team is eligible for advancement if they win the first round. <i>Due to President Long's demanding schedule on campus, none of the commercial flights would work.</i>	4
2 ✓	James Howell		Athletic Director	Athletics, WVU Tech		
3 ✓	Shinya Turley		Assistant Men's Soccer Coach	Athletics, WVU Tech		
4						
5						
6						
7						

5. Lead passenger name / cell number: Carolyn Long [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 a. Hackett
 X Hackett Printed: Laura Hackett Date: 11/22/16

For internal use:	
9. Approved by WVU President's Office: <u>[Signature]</u>	Date sent to LJ Aviation: <u>11/22/16</u>
<i>Amy Garbrick</i>	