

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Meet with top management at the Toyota Plant in Buffalo, WV
2. Department contact/ phone number: Laura / x 3 5701
3. Destination airport (if known): Charleston, WV
4. Destination address: 1 Sugar Maple Lane, Buffalo, WV 25033

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	12/2/16	Morgantown, WV	9:00 am	Charleston, WV
2	12/2/16	Charleston, WV	1:30 pm	Morgantown, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Joyce McConnell	[REDACTED]	Provost and Vice President for Academic Affairs	Office of the Provost	To understand the company's interests for partnering with WVU, garner an understanding on their preferences for interaction (and see if they can tap a campus champion at Toyota to work with WVU Corporate Relations and Statler College) and establish a relationship between Dean Cilento, Provost McConnell and Toyota President, Millie Marshall.	4
2	Gene Cilento		Dean, Statler College	Academic Affairs		
3	Cynthia Sweet		Director, Corporate Relations	WVU Corporate Relations Office		
4	Ken Currie		Chair, Industrial Systems Engineering, Statler College	Academic Affairs		
5						
6						
7						

5. Lead passenger name / cell number: Joyce McConnell [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:

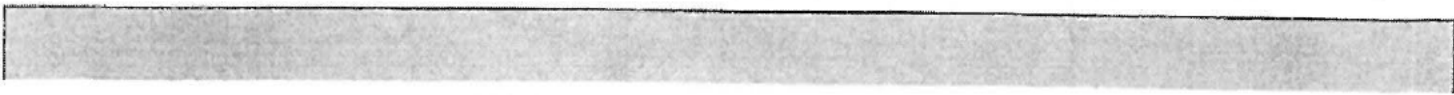
No catering required.

Catering is required. Details: _____

8. Signature of WVU President, Vice President, Chancellor or designee:

Laura a. Hackett

X Hackett Printed: Laura Hackett Date: 11/29/16



For internal use:

9. Approved by WVU President's Office:

AG

Date sent to LJ Aviation:

11/29/16

Printed name:

Amy Garbrick

Updated: 12/29/2014