



West Virginia University Airplane Reservation Form

General business purpose for trip: Meeting with Delegates regarding upcoming legislative agenda involving *issues related to WVU Human Resources*

1. Department contact/ phone number: Melissa 3-2545
2. Destination airport (if known): Charleston, WV
3. Destination address: Capital Building

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	12/6/2016	Morgantown, WV	10:25AM	Charleston, WV
2	12/6/2016	Charleston, WV	1:30PM	Morgantown, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Cris DeBord		VPT&C <i>VP-talent+culture</i>	VPAF <i>Admin/Fin</i>	See above	<i>2</i>
2	Samantha Burwell		T&C <i>Talent + culture</i>	VPAF <i>Admin/Fin</i>	See above	<i>2</i>
3						
4						
5						
6						
7						

Lead passenger name/cell number: *Cris DeBord*

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: Catering:
- No catering required.
- Catering is required. Details: _____

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

Melissa A. Patterson Printed: Melissa A. Patterson Date: 12.1.16

For internal use:

5. Approved by WVU President's Office: *AG* Date sent to LJ Aviation: 12/1/16
 Printed name: *Amy Garbrick* Updated: 12/29/2014