

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: to attend various meetings at Governor's request
2. Department contact/ phone number: Angie Eaglen 3-5841
3. Destination airport (if known): Charleston, WV
4. Destination address: State Capitol

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	December 5, 2016	Morgantown	11:00 AM	Charleston, WV
2	December 5, 2016	Charleston	3:30 PM	Morgantown, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Rob Alsop	[REDACTED]	Legal	Legal Affairs Administration	To speak at the Joint Government Accountability, Transparency and Efficiency Committee meeting	2
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5. Lead passenger name / cell number: Rob Alsop [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: [Signature] Printed: ROB ALSOP Date: 12-5-16

*last-minute request on day of trip.*

For internal use:

9. Approved by WVU President's Office: [Signature] Date sent to LJ Aviation: 12/5/16

Printed name: Amy Garbrick Updated: 12/29/2014