

5117H

West Virginia University Airplane Reservation Form

- 1. General business purpose for trip: Attend Governor-Elect Jim Justice Transition Meeting
- 2. Department contact/ phone number: Laura / x 3 5701
- 3. Destination airport (if known): Charleston, WV
- 4. Destination address: Civic Center, Charleston WV

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	12/15/16	Morgantown, WV	7:00 am	Charleston, WV
2	12/15/16	Charleston, WV	4:30 pm	Morgantown, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Joyce McConnell	[REDACTED]	Provost, Office of the Provost	Academic Affairs	Attend one day working session hosted by Governor-Elect Jim Justice as he begins his transition into office. Members of WVU Faculty were invited by the Governor's team to participate as experts on different topics during this think-tank style working session, Provost McConnell served as Co-Chair of the entire event.	2
2	John Campbell	[REDACTED]	Vice Provost, Office of the Provost	Academic Affairs		
3	Javier Reyes		Dean, Dean's Office, B&E	Academic Affairs		
4	Gypsy Denzine		Dean, Dean's Office, CEHS	Academic Affairs		
5	Melanie Page		Assoc VP, Scholarly and Creative Activity	Research Corp/Academic Affairs		
6	Greg Corio		Executive Director	Student Rec & Outdoor Education		
7	Louise Veselecky		Assoc VP, Administration HSC	Academic Affairs, HSC		

- 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: One rental car requested upon arrival

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

8. Signature of WVU President, Vice President, Chancellor or designee:
Laura A. Hackett Printed: Laura Hackett Date: 12-14-16

For internal use:

9. Approved by WVU President's Office: [Signature] Date sent to LJ Aviation: 12/14/16
Amy Garbrick