

West Virginia University Airplane Reservation Form

1. General business purpose for trip: attend mtg w/ outside counsel and developers
2. Department contact/ phone number: Angie Eaglen 3-5841
3. Destination airport (if known): Charleston, WV
4. Destination address: Spilman Thomas and Battle law office

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	January 12, 2017	Morgantown	1:30 PM	Charleston, WV
2	January 12, 2017	Charleston	4:30 PM	Morgantown, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Rob Alsop	[REDACTED]	Legal	Legal Affairs Administration	To meet with the developers of WVU's University Place building and outside counsel to discuss contract issues, etc.	2
2	Stephanie Taylor	[REDACTED]	Legal	Legal Affairs Administration		
3	Narvel Weese	[REDACTED]	Admin & Finance	Administration and Finance		
4	Dan Durbin	[REDACTED]	Finance	Administration and Finance		
5						
6						

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: 1-11-17

For internal use:	
9. Approved by WVU President's Office: <u>[Signature]</u>	Date sent to LJ Aviation: <u>1/11/17</u>
Printed name: <u>Amy Gabrieli</u>	Updated: 12/29/2014