

West Virginia University Airplane Reservation Form

1. General business purpose for trip: to attend meeting w/ Kanawha County Commission
2. Department contact/ phone number: Angie Eaglen 3-5841
3. Destination airport (if known): Charleston, WV
4. Destination address: Virginia Street – Commission offices

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	January 31, 2017	Morgantown	8:15 AM	Charleston, WV
2	January 31, 2017	Charleston	12:00 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 Kanawha County Commissioners regarding the Montgomery campus.	2
2						
3						
4						
5						
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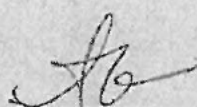
5. Lead passenger name / cell number: Rob Alsop [REDACTED]

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:

 Printed: Rob Alsop Date: 1-27-17

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>1/27/17</u>
Printed name: <u>Amy Galbreath</u>	Updated: 12/29/2014