

West Virginia University Airplane Reservation Form

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

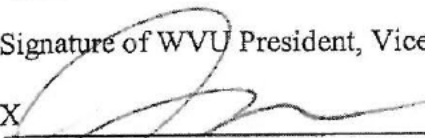
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	February 22, 2017	Morgantown	7:30 AM	Charleston, WV
2	February 22, 2017	Charleston	5:00 PM	Morgantown, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Rob Alsop	[REDACTED]	Legal	Legal Affairs Administration	To meet with various legislators regarding WVU and human resource issues and the impact of various bills on WVU and human resources.	2
2	Cris Debord	[REDACTED]	Admin & Finance	Human Resources		2
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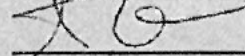
5. Lead passenger name / cell number: Rob Alsop [REDACTED]
6. Ground transportation:
 - No ground transportation required.
 - I prefer to set up my own ground transportation.
 - I prefer to have LJ Aviation set up ground transportation. Details: _____

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

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

X  Printed: Rob Alsop Date: 2-21-17

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 2/21/17
 Printed name: Amy Garbrick Updated: 12/29/2014