

**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	March 8, 2017	Morgantown	12:00 PM	Charleston, WV
2	March 8, 2017	Charleston	4:00 PM	Morgantown, WV
3				
4				

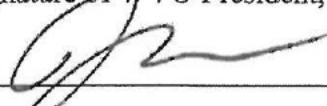
	Name	Cell number	Department	VP Division	Business Justification	Code
1					There is a legislative matter affecting health sciences and the Hospital	2
2	Albert Wright			President & CEO WVU Health System		2
3	Judie Charlton			Chief Medical Officer		2
4	Bob O'Neil			Senior VP and General Counsel - WVU Medicine		2
5						
6						

5. Lead passenger name / cell number: Rob Alsop [REDACTED]

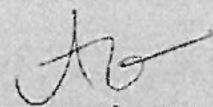
6. Ground transportation:
- No ground transportation required.
- I prefer to set up my own ground transportation.
- I prefer to have LJ Aviation set up ground transportation. Details: \_\_\_\_\_

7. Catering:
- No catering required.
- Catering is required. Details: \_\_\_\_\_

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

X  Printed: Rob Alsop Date: 3-10-17

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 3/10/17

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