




West Virginia University Airplane Reservation Form

General business purpose for trip: Narvel, Shannon, Randy and Carolyn are meeting with 1. Kurt King to discuss leasing of hotel 2. Jenny Wang to discuss building a residence hall and 3. David McClure to discuss potential lease of apartment building. *To discuss WVU Beckley campus facilities opportunities.*

1. Department contact/ phone number: Melissa 3-2545
2. Destination airport (if known): Beckley, WV
3. Destination address: Beckley

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	3/29/2017	Morgantown, WV	8:45AM	Beckley, WV
2	3/29/2017	Beckley, WV	3:50PM	Morgantown, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Narvel Weese		VPAF	VPAF	See above	5
2	Shannon Mundell		Real Estate	VPAF	See above	5
3	Randy Hudak		Facilities	VPAF	same	5
4						
5						
6						
7						

Lead passenger name/cell number: _____

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

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

Melissa A. Patterson Printed: Melissa A. Patterson Date: 3.24.17

For internal use:

5. Approved by WVU President's Office: *AG* Date sent to LJ Aviation: 3/24/17
 Printed name: Amy Garbriick Updated: 12/29/2014