

West Virginia University Airplane Reservation Form

General business purpose for trip: Site visit to Oak Hammock at the University of Florida, a university-sponsored continuing care retirement community, in preparation for planning of a WVU-affiliated retirement community. Primary contact for Oak Hammock is Star Bradbury.

1. Department contact/ phone number: Melissa 3-2545
2. Destination airport (if known): Gainesville, FL
3. Destination address: 5100 SW 25<sup>th</sup> Blvd., Gainesville, FL 32608

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	4/25/2017	Morgantown, WV	8:00AM	Gainesville, FL
2	4/25/2017	Gainesville, FL	3:30 - 4:00PM	Morgantown, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Narvel Weese	[REDACTED]	VPAF	VPAF	See above	4
2	Shannon Mundell	[REDACTED]	Real Estate	VPAF	See above	
3	Dan Durbin	[REDACTED]	Finance	VPAF		
4	Tom Witt		Professor Emeritus B&E/Consultant	Admin / Fin		
5	David Beaver		Procurement	VPAF		
6	Rossi Wiles	[REDACTED]	Legal	VP Legal		
7	Julie Robison	[REDACTED]	VPAF	VPAF		

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: rental van

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: 4.18.17

For internal use:

5. Approved by WVU President's Office: [Signature]

Date sent to LJ Aviation: 4/19/17

Printed name: Amy Garbrick

Updated: 12/29/2014