

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Toyota Meeting
2. Department contact/ phone number: Averee / x 3 5701
3. Destination airport (if known): Charleston Yeager Airport
4. Destination address: 100 Airport Rd, Charleston, WV 25311.

| Leg: | Trip date:   | Departure City: | Departure Time: | Arrival City: |
|------|--------------|-----------------|-----------------|---------------|
| 1    | June 5, 2017 | Morgantown      | 8:30 am         | Charleston    |
| 2    | June 5, 2017 | Charleston      | 2:30 pm         | Morgantown    |

|   | Name            | Cell number | Department                           | VP Division      | Business Justification   | Code |
|---|-----------------|-------------|--------------------------------------|------------------|--|------|
| 1 | Joyce McConnell |             | Provost Office                       | Academic Affairs | Continue the discussion with the leadership team and President of Toyota Motor Manufacturing of West Virginia to create and enhance partnerships with the University through programming and professional development opportunities. | 4    |
| 2 | Javier Reyes    |             | Dean, College of B&E                 | Academic Affairs | Continue the discussion with the leadership team and President of Toyota Motor Manufacturing of West Virginia to create and enhance partnerships with the University through programming and professional development opportunities. | 4    |
| 3 | Gene Cilento    | Leg 1 only  | Dean, College of Engineering         | Academic Affairs | Continue the discussion with the leadership team and President of Toyota Motor Manufacturing of West Virginia to create and enhance partnerships with the University through programming and professional development opportunities. | 4    |
| 4 | Cynthia Sweet   |             | Director, Cooperate Relations Office | Academic Affairs | Continue the discussion with the leadership team and President of Toyota Motor Manufacturing of West Virginia to create and enhance partnerships with the University through programming and professional development opportunities. | 4    |

5. Lead passenger name / cell number: Joyce McConnell On file
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:

Joyce McConnell Printed: Joyce McConnell Date: 6.01.17

For internal use:

9. Approved by WVU President's Office:

AG

Date sent to LJ Aviation:

2-6-1-17

Printed name:

Amy Gabrick

Updated: 12/29/2014