

**West Virginia University Airplane Reservation Form**

*The Adjunct General Hostler*

1. General business purpose for trip: to attend meetings w/ TAG, Chancellor Hill and others
2. Department contact/ phone number: Angie Eaglen 3-5841
3. Destination airport (if known): Charleston, WV
4. Destination address: WV National Guard Office, Charleston

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	June 2, 2017	Morgantown	8:30 AM	Charleston, WV
2	June 2, 2017	Charleston	11:30 AM	Morgantown, WV
3				
4				


	Name	Cell number	Department	VP Division	Business Justification	Code
1	Rob Alsop	[REDACTED]	Legal	Legal Affairs Administration	To meet and discuss further issues regarding a contract/agreement.	2
2	Suzanne Bentzel	[REDACTED]	Fed & State Higher Ed Initiatives	Legal Affairs Administration		2
3						
4						
5						
6						

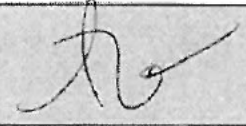
5. Lead passenger name / cell number: Rob Alsop [REDACTED]

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: 5/31/17

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>5/31/17</u>
Printed name: <u>Amy Garbner</u>	Updated: 12/29/2014