

West Virginia University Airplane Reservation Form

General business purpose for trip: Meet with John Campbell of Charter Associates to discuss potential partnership with Beaver Coal. Meet with Carolyn Long, Jay Rist, CEO of YMCA, Dr. Joe Prudhomme, School of Medicine, Donny Holcomb, Trustee of Cline Family Foundation and Congressman Evan Jenkins to discuss potential partnership with YMCA and WVU.

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

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	6/21/17	Morgantown, WV	8:30AM	Beckley, WV
2	6/21/17	Beckley, WV	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	4
3						
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: 5/31/17

For internal use:

5. Approved by WVU President's Office:

AG

Date sent to LJ Aviation:

5/31/17

Printed name:

Amy Garbuck

Updated: 12/29/2014