



West Virginia University Airplane Reservation Form

1. General business purpose for trip: Important Legislation Vote
2. Department contact/ phone number: Stephen Ballant 293-5701
3. Destination airport (if known): Charleston, WV (CRW)
4. Destination address: State Capitol Building

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	2/9/18	Morgantown (MGW)	7:30am	Charleston, WV (CRW)
2	2/9/18	Charleston, WV (CRW)	11:30am	Morgantown, WV (MGW)

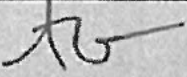
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Joyce McConnell		Provost	Office of the Provost	Various important and impactful legislation was slated to be voted on on Friday morning. Each person on the flight had to attend the legislative session to advocate against certain pieces of legislation. The trip was scheduled quickly.	2
2	Robert (Bob) Roberts		Chief/Director	University Police		
3	Brian J. Anderson		Director	WVU Energy Institute		
4	Rocco Fucillo		State Corporate & Community Relations Specialist	Government Relations		
5						
6						
7						

5. Lead passenger name / cell number: Joyce McConnell 

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.

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

8. Signature of WVU President, Vice President, Chancellor or designee:
X Stephen Ballant Printed: Stephen Ballant Date: 2/9/18

For internal use:  2-8-18

9. Approved by WVU President's Office: _____ Date sent to LJ Aviation: _____