



West Virginia University Airplane Reservation Form

1. General business purpose for trip: Higher Learning Commission Accreditation Visit
2. Department contact/ phone number: Stephen Ballant 293-5701
3. Destination airport (if known): Beckley, WV – Raleigh County Memorial (BKW)
4. Destination address: WVUTech, Beckley

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	3/5/18	Morgantown (MGW)	10:30am	Beckley, WV (BKW)
2	3/5/18	Beckley, WV (BKW)	4:00pm	Morgantown, WV (MGW)


	Name	Cell number	Department	VP Division	Business Justification	Code
1	Carolyn Long		President	WVUTech	Expedite travel during WVU's comprehensive evaluation (March 5-6, 2018) from the Higher Learning Commission (HLC) to allow one member of the visiting HLC peer review team (Mary Sue Marz) to meet with Carolyn Long and WVU Tech's nursing program administration, faculty, students and staff on campus to assess and evaluate, as mandated in WVU's 2016 HLC interim report, first-time nursing pass rates for the nursing program at WVU Tech	5
2	Tara Hulsey		Dean	School of Nursing		
3	Mary Sue Marz		Member – Institutional Actions Council	Higher Learning Commission		
4						
5						
6						
7						

5. Lead passenger name / cell number: Carolyn Long 

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: 2/27/18

For internal use: 
 9. Approved by WVU President's Office: Ann Garbric Date sent to LJ Aviation: 2-27-18