

West Virginia University Airplane Reservation Form

General business purpose for trip: Meeting with the Governor's Office concerning the Appalachian Storage Hub

1. Department contact/ phone number: Melissa 3-2545
2. Destination airport (if known): Charleston
3. Destination address: Capitol - Governor's Office

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	3/9/18	Morgantown, WV	9:00 AM	Charleston, WV
2	3/9/18	Charleston, WV	12:15 PM	Morgantown, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Rob Alsop	[REDACTED]	VPSI	VPSI	See above	2
2	Brian Anderson		Engineering	AA	See above	2
3						
4						
5						
6						
7						

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

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: 5.3.18

For internal use:
5. Approved by WVU President's Office: <u>[Signature]</u> Date sent to LJ Aviation: <u>5.3.18</u>
Printed name: <u>Amy Garbuck</u> Updated: 12/29/2014

Note for 3-9-18: The plane took 2 pax to CRW, back to MOW empty, took President Gee to IAD, then to CRW empty, then brought 2 pax back to MOW. - AJ

West Virginia University Airplane Reservation Form

1. General business purpose for trip: American Council on Education Board meeting
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): IAD
4. Destination address: IAD airport

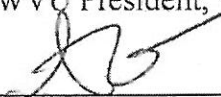
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	3/9/2018	MGW		IAD
2	3/10/2018	IAD		MGW
3				
4				

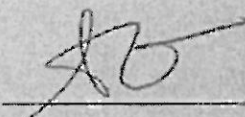
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Represent WVU at the American Council on Education Board meeting	3, 4

5. Lead passenger name / cell number: Gee- 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:
  Printed: Amy Garbrick Date: 3.8.18

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>3.8.18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014