

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Due Diligence Meeting with Developer
2. Department contact/ phone number: Stephen Ballant [REDACTED]
3. Destination airport (if known): Gainesville, FL Regional Airport
4. Destination address: Gainesville, FL

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	3/14/18	Morgantown (MGW)	9:15am	Beckley, WV (BKW)
2	3/14/18	Beckley, WV (BKW)	10:15am	Gainesville, FL (GNV)
3	3/14/18	Gainesville, FL (GNV)	4:00pm	Beckley, WV (BKW)
4	3/14/18	Beckley, WV (BKW)	6:00pm	Morgantown, WV (MGW)

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Carolyn Long (Legs 2 & 3 only)	[REDACTED]	President	WVUTech	Travel for due diligence of a contractor that WVUTech is looking to hire. The group meet with the developer and will travel to a building built by the contractor, inspect his work to help render a decision on whether or not to hire him to build on the WVUTech Campus.	3
2	<del>Corey Farris (All 4 Legs)</del>	[REDACTED]	Dean of Students	<del>Student Life</del>		
3	John Sommers (All 4 Legs)		Construction Manager	Facilities		
4	Richard Carpinelli (Legs 2 & 3 Only)		Dean	WVUTech		
5	Robert Moyer (Legs 2 & 3 Only)		Director of Facilities	WVUTech		
6	Scott Allan Owens (All 4 Legs)		Construction Manager	Facilities		
7						

5. Lead passenger name / cell number: Carolyn Long [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.

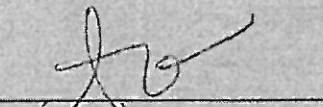
7. Catering:  
 No catering required.  
 Catering is required. Details: \_\_\_\_\_

8. Signature of WVU President, Vice President, Chancellor or designee:

x Stephen Ballant Printed: Stephen Ballant Date: 3/12/18

For internal use:

9. Approved by WVU President's Office:



Date sent to LJ Aviation:

3-11-18

Printed name:

Amy Garbrick

Updated: 12/29/2014