

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Higher Education Policy Commission Meeting
2. Department contact/ phone number: Stephen Ballant [REDACTED]
3. Destination airport (if known): Charleston, WV (CRW)
4. Destination address: Charleston, WV

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	3/23/18	Morgantown (MGW)	8:00am	Charleston, WV (CRW)
2	3/23/18	Charleston, WV (CRW)	1:00pm	<u>Martinsburg, WV</u>

3- 3-23-18 Martinsburg 3pm Morgantown

	Name	Cell number	Department	VP Division	Business Justification	Cod
1	Joyce McConnell	[REDACTED]	Provost	Office of the Provost	The purpose of the trip is to attend the Higher Education Policy Commission meeting at 9:00. At the meeting, there will be a discussion on a recently adopted process that is impactful to WVU and our budget. Our presence at the meeting will hopefully make them reconsider it use. From Charleston, the plane will travel to MRB to pick up passengers that participated in a 2-day visit to high schools. Other events included WVU Alumni + Parents Reception as well as an interview with the Martinsburg Journal. <u>3-23-18</u>	2
2	James Robert Alsop		Vice President	Strategic Initiatives		34
3	<u>Gordon Gee</u>		<u>President</u>	<u>PO</u>		
4	<u>Ann Berry</u>		<u>AVP Univ. Relations</u>	<u>UR</u>		
5	<u>Ken Bemings</u>		<u>Dean, Honors</u>	<u>AA</u>		
6	<u>Travis Mohan</u>		<u>State Govt Relations</u>	<u>Strategic Initiatives</u>		
7	<u>Meshea Poole</u>		<u>VP-Diversity</u>	<u>PO</u>		

5. Lead passenger name / cell number: Joyce McConnell [REDACTED] well as to already admitted students. The group will visit 4 area high schools.
6. Ground transportation:
 - XXX 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:
 - XX No catering required.
 - Catering is required. Details: _____

8. Signature of WVU President, Vice President, Chancellor or designee:
X Stephen Ballant Printed: Stephen Ballant Date: 3/23/18

For internal use:
 9. Approved by WVU President's Office: [Signature] Date sent to LJ Aviation: 3-23-18