

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Evaluations & Meetings with Engineering Firms
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 | 3/27/18 | Morgantown (MGW) | 8:00am | Charleston, WV (CRW) |
| 2 | 3/27/18 | Charleston, WV (CRW) | 5:00pm | Morgantown, WV (MGW) |

| | Name | Cell number | Department | VP Division | Business Justification | Cod. |
|---|-------------------|-------------|-------------------------------------|----------------------|---|------|
| 1 | Brian J. Anderson | [REDACTED] | Director | WVU Energy Institute | The purpose of the trip is for oral evaluations and meetings with engineering firms that have responded to the Appalachia Storage Hub Request for Information. Tuesday, we are meeting with 3 of the major international engineering firms. | 3 |
| 2 | James Wood | | Director | WVU Energy Institute | | |
| 3 | Carey Butler | | Executive Director, Energy Programs | KeyLogic | | |
| 4 | John Ramsey | | | Keylogic | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |

5. Lead passenger name / cell number: Brian J. Anderson [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: 3/27/18

For internal use:
 9. Approved by WVU President's Office: [Signature] Date sent to LJ Aviation: 3-27-18
Amy Garbrick