West Virginia University Airplane Reservation Form

	1. General business	purpose for tri	p: WV State	Privacy Office/	BRIM Meeting	
	2. Department conta	ct/ phone num	ber: Stephe	n Ballant 293-57	701	
	3. Destination airpo	rt (if known): (Charleston, V	VV (CRW)		
	4. Destination addre	ss: <u>Cl</u>	harleston, W	V		
1	Leg: Trip date:		ture City:	Departure Time	Charleston, WV (CRW)	
2	4/13/18	(MGW))	4:30pm	Morgantown, WV (MGW)	
	4/15/10	(CRW)		-	111018	
	Name	Cell I	Department	VP Division	Business Justification	Cod
1	James Robert Alsop	Vice	e President	Strategic Initiatives	The purpose of the trip is to attend a meeting with WV State Privacy and	3
2	Barb Dawson	Ass	ociate Vice vost	Information Technology	BRIM office for research compliance. The use of the plane is necessary due to the difficulty of the schedules of the	
3	Paula Congelio	Chie Offi		Strategic Initiatives	administrators on board and the importance of this meeting.	
4	Alex Jalso		ef Information unity Officer	Information Technology		
5	clay on h	e VF gw-cen	-HSC	HSC VP S	to-	
6				2		
7						
	Lead passenger na Ground transporta XXX No ground	tion:	required.	es Robert Alsop		
				ound transportati	on.	
	7. Catering: XX No caterin Catering is	g required. required. Det	ails:			
	8. Signature of WVI X Stephen B			Chancellor or de Stephen Ba	Mart Date: 3/26/18	
	For internal use:	(T.D., -13 - 13	Office	10	3. 26 : 18	

West Virginia University Airplane Reservation Form

2. Department contact/ phone number: Amy 3-8763 3. Destination airport (if known):	1. General business purpose for trip: Recruiting/ Yield Tour											
4. Destination address: various Leg: Trip date: Departure City: Departure Time: Arrival City: 1 4/12/2018 MGW 2 4/13/2018 Huntington MGW 3 Huntington MGW 3 Huntington MGW 3 Huntington MGW 4 Name Cell number Department VP Division Business Justification Code Code WVU President President's Office Recruiting/ Speak to students at Nitro High School, South Charleston												
Leg: Trip date: Departure City: Departure Time: Arrival City: 4/12/2018 MGW CRW												
A/12/2018 MGW CRW		4. Destina	tion address: v	arious	A							
Name Cell number Department VP Division Business Justification Code	I	Leg: Trip dat	e:	Departure City:	Departure Time:	Arrival City:						
Name Cell number Department VP Division Gordon Gee WVU President President's Office WVU Honors College Dean WVU Honors College Dean WVU UR AVP WVU VP Diversity DDEI Hushs Assamnah Lusk Savannah Lusk Cell number: Gee- on file Ground transportation: I prefer to set up my own ground transportation. I prefer to set up my own ground transportation. I prefer to set up my own ground transportation. For internal use: Printed: Amy Garbrick Date: Date sent to LJ Aviation: Date sent to LJ Aviation.	1	4/12/2018		MGW								
Name Cell number Department VP Division Business Justification Code	2	4/13/2018		Huntington	and the state of t	MGW						
Name Cell number Department VP Division Business Justification Code	3											
Gordon Gee WVU President President's Office WVU Honors College Dean WVU Honors College Dean WVU UR AVP WVU UR AVP Meshea Poore WVU VP Diversity WVU VP Diversity DDEI Meshea Poore WVU VV Ustudent Fresident's Office WVU Student Fresident's Office WVU Transportation: No ground transportation required. I prefer to set up my own ground transportation. I prefer to have LJ Aviation set up ground transportation. Catering: X No catering required. Catering is required. Details: Signature of WVU President, Vice President, Chancellor or designee: X Printed: Amy Garbrick Date: Date sent to LJ Aviation: J A, 6 Recruiting/ Speak to students at Nitro High School, South Charleston High School, South Charleston High School, South Charleston High School, Gee will provide keynote speech at the Jackson County Boy Scouls The Huntington Dispatch, speak to students at Capital Senior High School, media interview at the Huntington Dispatch, speak to students at Huntington Dispatch, speak to students at Capital Senior High School, media interview at the Huntington Dispatch, speak to students at Capital Senior High School, media interview at the Huntington Dispatch, speak to students at Capital Senior High School, media interview at the Huntington Dispatch, speak to students at Capital Senior High School, media interview at the Huntington Dispatch, speak to students at Capital Senior High School, media interview at the Huntington Dispatch, speak to students at Capital Senior High School, media interview at the Huntington Dispatch, speak to students at Capital Senior High School, media interview at the Huntington Dispatch, speak to students at Capital Senior High School, media interview at the Huntington Dispatch, speak to students at Capital Senior High School, media interview at the Huntington Dispatch, speak to students at Capital Senior High School, media interview at the Huntington Dispatch, speak to students at Capital Senior High School, detail senior High School, detail senior High School, detail senior High	4											
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School, Gee will provide keynote speech at the Jackson County Boy Scouts	l					Recruiting/ Speak to students at Nitro	3, 4, 6					
Meshea Poore WVU VP Diversity DDE1 the Huntington Dispatch, speak to students at Capital Senior High School, media interview at the Huntington Dispatch, speak to students at Huntington Dispatch, speak to students at Huntington High School.	2	Ken Blemings			Academic Affairs	School, Gee will provide keynote speech						
Meshea Poore WVU VP Diversity DDE1 the Huntington Dispatch, speak to students at Huntington High School.	3	Ann Berry		WVU UR AVP		Dinner, speak to students at Capital						
Savannah Lusk 5. Lead passenger name / cell number: Gec- on file 6. Ground transportation: You ground transportation required. I prefer to set up my own ground transportation. I prefer to have LJ Aviation set up ground transportation. To Catering: X No catering required. Catering is required. Details: 8. Signature of WVU President, Vice President, Chancellor or designee: X Printed: Amy Garbrick Date: You have LJ Aviation: President's Office: Date sent to LJ Aviation: Date sent to LJ Aviation: No ground transportation. President's Office Date sent to LJ Aviation: Date sent to LJ Aviation: No gec- on file President's Office Date sent to LJ Aviation: No gec- on file Date sent to LJ Aviation: Date sent to LJ Aviation: No gec- on file Date sent to LJ Aviation: No gec- on file Date sent to LJ Aviation: Date sent to LJ Aviation: No gec- on file Date sent to LJ Aviation: Date sent to LJ Aviation: No gec- on file Date sent to LJ Aviation: No gec- on file Date sent to LJ Aviation: Date sent to LJ Aviation: No gec- on file Date sent to LJ Aviation:	1	Meshea Poore		WVU VP Diversity		the Huntington Dispatch, speak to						
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Printed: Amy Garbrick Date: 4'11'8 For internal use: 9. Approved by WVU President's Office: Date sent to LJ Aviation: Date sent to LJ Aviation:												
9. Approved by WVU President's Office: Date sent to LJ Aviation;												
Printed name:Amy Garbrick												
	Updated: 12/29/20	14										