

West Virginia University Airplane Reservation Form

1. General business purpose for trip: West Virginia Faculty Merit Foundation Event
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	4/12/18	Morgantown (MGW)	5:15pm	Charleston, WV (CRW)
2	4/12/18	Charleston, WV (CRW)	9:30pm	Morgantown, WV (MGW)

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Valérie Lastinger	[REDACTED]	Associate Dean	Eberly College of Arts & Sciences	The purpose of the trip is to attend and represent WVU at the 2018 Professor of the Year Award. Dr. Warner is a nominee for the award and the remaining passengers are attending in support of his nomination and possible award and to represent the department, college and university with the stakeholders of the event.	3
2	Timothy Carr	[REDACTED]	Professor & Chair	Geology & Geography		
3	Timothy Warner		Professor	Geology & Geography		
4	Paula Hunt		Adjunct Professor	Geology & Geography		
5	Cedric Landenberger		Clinical Assistant Professor	Geology & Geography		
6	Nektaria Adakylou		Adjunct Assistant Professor	Geography & Geology		
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5. Lead passenger name / cell number: Valérie Lastinger [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: 4/4/18

For internal use:
 9. Approved by WVU President's Office: [Signature] Date sent to LJ Aviation: 4.5.18
 Amy Garbrick