

West Virginia University Airplane Reservation Form

General business purpose for trip: Meeting in Charleston with various legislators regarding the Supreme Court's ruling on sports betting.

1. Department contact/ phone number: Melissa 3-2545
2. Destination airport (if known): Charleston
3. Destination address: Capitol

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	5/9/18	Morgantown, WV	7:00 AM	Charleston, WV
2	5/9/18	Charleston, WV	4:00 PM	Morgantown, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Rob Alsop	[REDACTED]	VPSI	VPSI	See above	2
2	Shane Lyons		Athletics		same	2
3						
4						
5						
6						
7						

Lead passenger name/cell number: Rob Alsop [REDACTED]

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. Details: \_\_\_\_\_

Catering:

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

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

Melissa A. Patterson Printed: Melissa A. Patterson Date: 5.17.18

For internal use:

5. Approved by WVU President's Office: [Signature] Date sent to LJ Aviation: 5.8.18

Printed name: Amy Garbrick Updated: 12/29/2014