

**From:** [Amy Garbrick](#)  
**To:** [Yvonne Friend](#)  
**Subject:** May is ready  
**Date:** Wednesday, June 6, 2018 10:48:46 AM

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Hi Yvonne—May is ready in record time! Woo! One thing to note: on May 24 the pilots came from Latrobe to Morgantown for a trip to Charleston. Once the plane had already arrive in Morgantown, the Governor's Office canceled the meeting and therefore we didn't need to go to Charleston. LJ still has to bill us for the trip from Latrobe to Morgantown (obviously) and there is a 2 hour minimum. So that's why we are paying those two hours. Thanks!

West Virginia University Airplane Reservation Form

General business purpose for trip: Rob was scheduled to meet with the governor's office regarding PEIA but Governor Justice's office canceled the meeting at the last minute (literally when Rob was on his way to the airport).

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	5/24/18	Morgantown, WV	11:00 AM	Charleston, WV
2	5/24/18	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						
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: 5-24-18

For internal use:

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

Printed name: 5-24-18 Amy Garbrick Updated: 12/29/2014