

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Higher Education Policy Commission Meeting
2. Department contact/ phone number: Stephen Ballant 293-5701
3. Destination airport (if known): Charleston, WV (CRW)
4. Destination address: Charleston, WV

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	6/22/18	Morgantown (MGW)	6:45am	Charleston, WV (CRW)
2	6/22/18	Charleston, WV (CRW)	2:30pm	Morgantown, WV (MGW)

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Joyce McConnell	[REDACTED]	Provost	Office of the Provost	Attend and represent WVU at the Higher Education Policy Commission meeting where the new funding model will be discussed. Prior to the HEPC meeting, she will participate in the Council of College Presidents meeting where the funding model will be discussed there as well.	2
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5. Lead passenger name / cell number: Joyce McConnell [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: 6/20/18

For internal use:
 9. Approved by WVU President's Office: [Signature] Date sent to LJ Aviation: 6-21-18

Printed name: Amy Garbrick

6-21-18
Updated: 12/29/2014