## West Virginia University Airplane Reservation Form

2 6/25/2018 CRW MGW  3 4		Gener 1.		ss purpose for ti	rip: Work related to	the Storage Hub and man	nufacturing activities in West Virginia.		
4. Destination address: CRW airport  Leg: Trip date: Departure City: Departure Time: Arrival City:  1 6/25/2018 MGW CRW  2 6/25/2018 CRW MGW  3 4		2.	Departn	nent contact/ ph	one number: Amy 3	3-8763			
Leg: Trip date: Departure City: Departure Time: Arrival City:  1 6/25/2018 MGW  2 6/25/2018 CRW  MGW  3 4  Name Cell number Department VP Division Business Justification Code Maderson 1 Brian Anderson Energy Institute 2 Stephanie General Counsel Legal Services Virginia.  5. Lead passenger name / cell number: Gee- on file  6. Ground transportation:  No ground transportation required.  1 prefer to set up my own ground transportation.  X I prefer to set up my own ground transportation.  X I prefer to have LJ Aviation set up ground transportation. Details:  7. Catering:  X No catering required.  Catering is required. Details:  8. Signature of WVU President, Vice President, Chancellor or designee:  X Printed: Amy Garbrick Date: 6. Date: 6. 21.18  For internal use:  9. Approved by WVU President's Office: Date sent to LJ Aviation:		3. Destination airport (if known):CRW							
1   6/25/2018   MGW   CRW   MGW     2   6/25/2018   CRW   MGW     3   4                       4		4.	Destina	tion address: C	CRW airport	W			
1   6/25/2018   MGW   CRW   MGW     2   6/25/2018   CRW   MGW     3   4	]	Leg:	Trip dat	e:	Departure City: Departure Time:		Arrival City:		
Name   Cell number   Department   VP Division   Business Justification   Code									
Name   Cell number   Department   VP Division   Business Justification   Code					CRW		MGW		
Name   Cell number   Department   VP Division   Business Justification   Code	3								
Name   Cell number   Department   VP Division   Business Justification   Code	4		<del></del>						
Brian Anderson   Director, WVU   Academic Affairs   Work related to the Storage Hub and manufacturing activities in West   4	-								
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			For internal use:						
Printed name:Amy Garbrick Updated: 12/29/2014		9.	9. Approved by WVU President's Office: Date sent to LJ Aviation:						
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