

**West Virginia University Airplane Reservation Form**

General business purpose for trip: Work related to the Storage Hub and manufacturing activities in West Virginia.

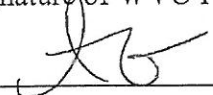
1. \_\_\_\_\_
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: CRW airport

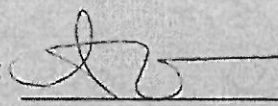
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	6/25/2018	MGW		CRW
2	6/25/2018	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Brian Anderson		Director, WVU Energy Institute	Academic Affairs	Work related to the Storage Hub and manufacturing activities in West Virginia.	4
2	Stephanie Taylor		General Counsel	Legal Services		

5. Lead passenger name / cell number: \_\_\_\_\_ Gee- on file
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. Details: \_\_\_\_\_

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

8. Signature of WVU President, Vice President, Chancellor or designee:
   
  per Bob Alesop Printed: Amy Garbrick Date: 6-21-18

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>6-21-18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014