

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Attend the Higher Education Policy Commission Meeting (HEPC)
2. Department contact/ phone number: Stephen Ballant [REDACTED]
3. Destination airport (if known): Charleston, WV
4. Destination address: South Charleston, WV

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	8/24/18	Morgantown (MGW)	7:00am	Charleston, WV (CRW)
2	8/24/18	Charleston, WV (CRW)	1:30pm – could be up to 2:30pm	Morgantown, WV (MGW)

	Name	Cell number	Department	VP Division	Business Justification	Cod
1	Joyce McConnell	[REDACTED]	Provost	Office of the Provost	Attend and represent WVU at the HEPC meeting. During the meeting, the funding model that greatly impacts WVU will be discussed and Provost McConnell will provide information, clarification, and data as needed.	2
2						
3						
4						
5						
6						
7						

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: 8/17/18

For internal use:
 9. Approved by WVU President's Office: [Signature] Date sent to LJ Aviation: 8-18-18
Ann Farbric