

West Virginia University Airplane Reservation Form

General business purpose for trip: Rob is going to Charleston to speak with the Secretary of Administration, John Myers, regarding WVU's reporting of Fleet Management.

1. Department contact/ phone number: Melissa 3-2545
2. Destination airport (if known): Charleston
3. Destination address: Governor's Office

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	9/7/18	Morgantown, WV	11:30AM	Charleston, WV
2	9/7/18	Charleston, WV	2:30 - 3:00 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: 9.6.18

For internal use:	
5. Approved by WVU President's Office: <u>[Signature]</u>	Date sent to LJ Aviation: <u>9.6.18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014