

**West Virginia University Airplane Reservation Form**

General business purpose for trip: There are two meetings. One is with General Hoyer regarding UARC (University Affiliative Research Center) and Innovation Training. The meeting with the Governor's Office is regarding economic development matters.

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

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	10/2//2018	Morgantown, WV	10:00 AM	Charleston, WV
2	10/2/2018	Charleston, WV	3:00 PM	Morgantown, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Rob Alsop	<span style="background-color: black; color: black;">[REDACTED]</span>	VPSI	VPSI	See above	2
2	Javier Reyes		Dean, B&E	B&E		2
3	Sean Frisbee		Exec. Dir., Alumni Center	Alum. Cntr.		2
4	Erin Newmeyer		Strategic Initiatives	Strat. Init.		2
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: 10.1.18

For internal use:

5. Approved by WVU President's Office: AG Date sent to LJ Aviation: 10.1.18

Printed name: Amy Garbuck Updated: 12/29/2014