

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Represent WVU at Press Conference Announcing Grant
2. Department contact/ phone number: Stephen Ballant [REDACTED]
3. Destination airport (if known): Louisville, KY
4. Destination address: 302 E. Muhammad Ali Blvd., Louisville, KY

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	10/11/18	Morgantown (MGW)	8:15am	Louisville, KY (SDF)
2	10/11/18	Louisville, KY (SDF)	2:00pm	Morgantown, WV (MGW)

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Joyce McConnell	[REDACTED]	Provost	Office of the Provost	Attend and represent WVU at a press conference announcing a grant and collaboration with the University of Louisville and University of Kentucky. Grants and partnership have wide ranging and long lasting impacts for the University.	3
2	Richard Giersch		HSC	Director of HSC Innovation Center		3
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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: 10/5/18

For internal use:  
 9. Approved by WVU President's Office: [Signature] Date sent to LJ Aviation: 10-5-18