

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Meet w/WVU Tech Sr Leadership to discuss Strategic Scholarship Modeling for WVU Tech, and a marketing/communications meeting. To promote University's enrollment goals and initiatives.
2. Department contact/ phone number: Joyce A 3-9091
3. Destination airport (if known): Beckley, WV
4. Destination address: \_\_\_\_\_

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	16 Oct 2018	Morgantown, WV	9 am	Beckley, WV
2	16 Oct 2018	Beckley, WV	@ 3:30 pm	Morgantown, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
	Sharon Martin	██████████	University Relations & Enrollment Mgmt	Vice President	See above	5
2	Paul Kreider	██████████ 4	Undergraduate Affairs	Vice Provost	See above	5
3	Liz Reynolds	██████████	Finance	Associate Vice President	See above	5
4	Mark Gavin	██████████	Academic Affairs	Associate Provost	See above	5
5	Stephen Lee	██████████	Enrollment Management	Associate Vice President	See above	5
6	George Zimmerman	██████████	Undergraduate Admissions/Recruitment	Executive Director	See above	5
7						

**Note: This trip was canceled after the passengers took off, flew to Beckley, circled the airport multiple times and could not land.**

5. Lead passenger name / cell number: Sharon Martin/██████████

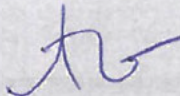
**The plane flew back to Morgantown and the trip was rescheduled for November 30, 2018---AG**

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:

 Printed: Sharon Martin Date: 10/1/18

For internal use:		Date sent to LJ Aviation: <u>10-1-18</u>
9. Approved by WVU President's Office:	_____	_____