

West Virginia University Airplane Reservation Form

1. General business purpose for trip: WVU is sponsoring a space at the Future Farmers of America Convention in Indianapolis, IN on Oct 24-26; recruitment work in partnership with FFA sponsorship.
2. Department contact/ phone number: Joyce A 3-9091
3. Destination airport (if known): Indianapolis, IN
4. Destination address: 6390 Turner Dr, Indianapolis, IN 46241

| Leg: | Trip date: | Departure City: | Departure Time: | Arrival City: |
|------|-------------|------------------|-----------------|------------------|
| 1 | 25 Oct 2018 | Morgantown, WV | 8:15 AM | Indianapolis, IN |
| 2 | 25 Oct 2018 | Indianapolis, IN | @ 1:30 pm | Morgantown, WV |
| 3 | | | | |
| 4 | | | | |

| | Name | Cell number | Department | VP Division | Business Justification | Code |
|---|---------------|-------------|--|--------------------------|------------------------|------|
| 1 | Sharon Martin | | University Relations & Enrollment Mgmt | Vice President | See above | 5 |
| 2 | Ann Berry | | University Relations | Assistant Vice President | See above | 5 |
| 3 | Javier Reyes | | Business & Economics | Dean & Vice President | See above | 5 |
| 4 | Ken Blemings | | Honors College | Dean | See above | 5 |
| 5 | Stephen Lee | | Enrollment Management | Associate Vice President | See above | 5 |
| 6 | Todd Petty | | Davis College of Agriculture | Associate Dean | See above | 5 |
| 7 | Peter Butler | | Davis College of Agriculture | Chairperson | See above | 5 |

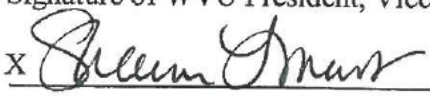
5. Lead passenger name / cell number: Sharon Martin [REDACTED]
6. Ground transportation:
 - No ground transportation required.
 - I prefer to set up my own ground transportation.
 - I prefer to have LJ Aviation set up ground transportation. Details: _____

Catering:

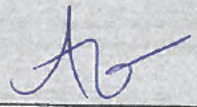
No catering required.

Catering is required. Details: _____

7. Signature of WVU President, Vice President, Chancellor or designee:

X  Printed: Sharon Martin Date: 10/22/18

For internal use:

8. Approved by WVU President's Office:  Date sent to LJ Aviation: 10/22/18

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