

## 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	<u>30 Nov 018</u>	<u>Morgantown, WV</u>	<u>9 am</u>	<u>Beckley, WV</u>
2	<u>30 Nov 2018</u>	<u>Beckley, WV</u>	<u>@ 3:30 pm</u>	<u>Morgantown, WV</u>
3		<u>*LWB → mdu</u>		
4				

*Note: due to fog, the plane could not get back into BKW for the return trip. Pax (cont...)*

	Name	Cell number	Department	VP Division	Business Justification	Code
	<u>Sharon Martin</u>		<u>University Relations &amp; Enrollment Mgmt</u>	<u>Vice President</u>	<u>See above</u>	<u>5</u>
<del>2</del>	<del>Paul Kreider</del>	<del></del>	<del>Undergraduate Affairs</del>	<del>Vice Provost</del>	<del>See above</del>	<del>5</del>
3	<u>Liz Reynolds</u>		<u>Finance</u>	<u>Associate Vice President</u>	<u>See above</u>	<u>5</u>
4	<u>Mark Gavin</u>		<u>Academic Affairs</u>	<u>Associate Provost</u>	<u>See above</u>	<u>5</u>
5	<u>Stephen Lee</u>		<u>Enrollment Management</u>	<u>Associate Vice President</u>	<u>See above</u>	<u>5</u>
<del>6</del>	<del>CB Wilson</del>	<del></del>	<del>Provost/VP for Academic Affrs</del>	<del>Associate Provost</del>	<del>See above</del> <i>tentative</i>	<del>5</del>
7	<u>Chris Staples</u>		<u>Provost Office</u>	<u>Special Assistant</u>	<u>See above</u> <i>tentative</i>	

*\* rented a car and drove to LWB to fly home from there. A 6-11-30-18*

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

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:  
 Printed: Sharon Martin Date: 10/9/18

For internal use:

8. Approved by WVU President's Office:  Date sent to LJ Aviation: 11-29-18

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