

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Travel to WVU Tech Beckley to meet regarding recruitment strategies, scholarships, processes, and marketing.
2. Department contact/ phone number: Joyce A 3-9091
3. Destination airport (if known): Beaver/Beckley, WV
4. Destination address: 176 Airport Rd #105, Beaver, WV 25813

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	11 March 2019	Morgantown, WV	9am	Beckley, WV
2	11 March 2019	Beckley, WV	3pm	Morgantown, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Sharon Martin	[REDACTED]	University Relations & Enrollment Mgmt	Vice President	See above	5
2	Stephen Lee	[REDACTED]	Enrollment Management	Associate Vice President	See above	5
3	Sandra Oerly-Bennett	[REDACTED]	Student Financial Support Services	Assistant Vice President	See above	5
4	Paula Congelio	[REDACTED]	Administration Health Sciences Center	Vice President/Chief Financial Officer	See above	5
5	Paul Kreider	[REDACTED]	Undergraduate Affairs	Vice Provost	See above	5
6	George Zimmerman	[REDACTED]	Undergraduate Admissions/Recruitment	Executive Director	See above	5
7						

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:

Sharon Martin Printed: Sharon Martin Date: 6 March 2019

For internal use:	
8. Approved by WVU President's Office: <u><i>AG</i></u>	Date sent to LJ Aviation: <u>3-6-19</u>
Printed name: <u>Amy Garbrick</u>	Updated: <u>12/29/2014</u>