

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Visit University of Arkansas Global Campus
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Drake Field Airport (KFYV), Fayetteville, AR
4. Destination address: 2 E Center St. Fayetteville, AR


Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	7-29-19	MGW	7:15am (EST)	Fayetteville, AR
2	7-29-29	KFYV	7:30 pm (CST)	Morgantown, WV
3				
4				


	Name	Cell number	Department	VP Division	Business Justification	Code
1	Mark Gavin		Assoc. Prov., Budget & Fin.	Academic Affairs	Visiting the University of Arkansas Global Campus and having meetings with their people. This is to support the newly formed WVU Online Project Steering Committee as we look to reimagine WVU Online.	
2	Keith Bailey		Dean, CAC	Academic Affairs		
3	Paula Congelio		VP & CFO	WVU/HSC		
4	Paul Kreider		Vice Provost, Grad. Ed.	Academic Affairs		
5	Sharon Martin		VP, UR	University Relations		
6	Ashley Martucci		TAP, CEHS	Academic Affairs		
7	Javier Reyes		Dean, B&E	Academic Affairs		

5. Lead passenger name / cell number: Mark Gavin 

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: Maryanne Reed Date: 7/24/19

For internal use:
 9. Approved by WVU President's Office:  Date sent to LJ Aviation: 7-24-19
Amy Garbrick