


West Virginia University Airplane Reservation Form

1. General business purpose for trip: Tour Equities House in Charleston, WV
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Yeager Airport, Charleston, WV
4. Destination address: 900 Virginia Ste., Charleston, WV

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	7-3-19	MGW	8:30am	CRW
2	7-3-19	CRW	11:30am	MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Sue Day-Perroots		Interim Dean, Extension	Academic Affairs	It will house all of the Extension personnel in Kanawha County, Government Relations offices, Rocky Goodwin, College of Law (some start up/incubator space), and B&E (start up/incubator space). It also has classrooms and conference rooms where Extension will deliver programming, Law will have a place for students on Externships to do coursework as well as offer continuing education, and B&E can run some professional development/exec ed.	
2	James Jolly		Dir., Comm, College of Law	Academic Affairs		
3	Mark Gavin		Assoc. Prov., Budget & Fac.	Academic Affairs		
4	Greg Bowman		Dean, College of Law	Academic Affairs		
5	Erin Newmeyer		Dir. Comm. & Marketing, WVU	Strategic Initiatives		
6	Heather Richardson		Asst., Dean, Comm., Media	Academic Affairs		
7	Javier Reyes		Dean, B&E	Academic Affairs		

5. Lead passenger name / cell number: Gee- on file
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: _____

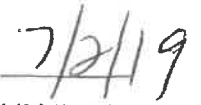
8. Signature of WVU President, Vice President, Chancellor or designee:
 X  Printed: Maryanne Reed Date: 7/2/19

For internal use:

9. Approved by WVU President's Office:

A handwritten signature in black ink, appearing to be 'AG', written over a horizontal line.

Date sent to LJ Aviation:

A handwritten date '7/2/19' in black ink, written over a horizontal line.

Printed name: Amy Garbrick

Updated: 12/29/2014