

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Meeting with Governor's office
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: CRW airport

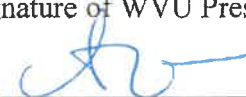
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	7/19/2019	MGW		CRW
2	7/19/2019	CRW		MGW
3				
4				


	Name	Cell number	Department	VP Division	Business Justification	Code
1	Rob Alsop		VP for Strategic Initiatives	Strategic Initiatives	Met with the Governor's office concerning healthcare opportunities in Wheeling in light of Ohio Valley Medical Center's announcement that it is losing.	2
2	Erin Newmeyer		Director of Communications and Marketing, Strategic Initiatives	Strategic Initiatives		

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: Amy Garbrick Date: 7.18.19

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>7.18.19</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014