

West Virginia University Airplane Reservation Form

1. General business purpose for trip: See below
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: CRW

Leg: Trip date: Departure City: Departure Time: Arrival City:

1	9-30-2019	MGW		CRW
2	9-30-2019	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Rob Alsop		Strategic Initiatives	Vice President for Strategic Initiatives	Travel to Charleston, WV for various meetings: 1. Sara Tucker, interim HEPC Chancellor regarding higher education funding formulas; 2. Tom Heywood and Rocky Goodwin regarding WV Forward; 3. State legislator regarding higher education funding formula	2

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: \_\_\_\_\_

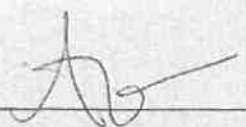
8. Signature of WVU President, Vice President, Chancellor or designee:

X  Printed: Amy Garbrick Date: 9.27.19

For internal use:

9. Approved by WVU President's Office:

Printed name: Amy Garbrick

 Date sent to LJ Aviation: 9.27.19

Updated: 12/29/2014