

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Virgin Hyperloop One Partnership meeting
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: Capitol Building

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

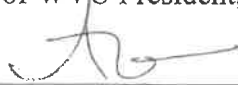
1	12/6/2019	MGW		CRW
2	12/6/2019	CRW		MGW
3				
4				


	Name	Cell number	Department	VP Division	Business Justification	Code
1	Rob Alsop		Vice President, Strategic Initiatives	Strategic Initiatives	Passengers will travel to Charleston, WV to meet with Bray Carey/Governor's Office on matters related to WVU's Virgin Hyperloop One Partnership.	4
2	Sarah Biller		Executive Director of Vantage Ventures, College of Business and Economics	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:

 Printed: Amy Garbrick Date: 12-5-19

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>12-5-19</u>
Printed name: <u>Amy Garbrick</u>	Updated: <u>12/29/2014</u>