


West Virginia University Airplane Reservation Form

General business purpose for trip: Rob Alsop *to meet w/* Bob Kocher, Jeff Vandall, Todd Hooker, Vicky Boyd and Michael Graney of the Development Office, at Michael Graney's request regarding Virgin Hyperloop Partnership.
WV Michael Graney is the executive director of the WV Development Office, under the Governor's office.

1. Department contact/ phone number: Melissa 3-2545
2. Destination airport (if known): Charleston
3. Destination address: Capitol Building

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	12/16/2019	Morgantown, WV	1:30 PM	Charleston, WV
2	12/16/2019	Charleston, WV	4:00 PM	Morgantown, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Rob Alsop	304-553-6791	VPSI	VPSI	See above	2, 4
2						
3						
4						
5						
6						
7						

Lead passenger name/cell number: Rob Alsop 

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: _____
- Uber or **Rental**

Catering:

- No catering required.
- Catering is required. Details: _____

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

Melissa A. Patterson Printed: Melissa A. Patterson Date: 12-15-19

For internal use:

5. Approved by WVU President's Office: *Rob Alsop* Date sent to LJ Aviation: 12-15-19
 Printed name: _____ Updated: 12/29/2014