

West Virginia University Airplane Reservation Form

1. General business purpose for trip: To attend the State of State address
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Morgantown Municipal Airport (MGW)
4. Destination address: 100 Hartfield Road, Morgantown, WV 26505


Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	<u>01/08/2020</u>	<u>CRW</u>	<u>9:45 p.m.</u>	<u>Morgantown, WV</u>
2				
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Maryanne Reed	[REDACTED]	Provost Office	Academic Affairs	To represent WVU at Governor Jim Justice's State of the State Address and meet with legislature officials on behalf of WVU to discuss the state's budget.	2
2	Clay Marsh	[REDACTED]	Vice President	WVU/HSC		
3	Bill Ramsey		Assoc. Vice President	WVU/HSC		
4	Erin Newmeyer		Project Director	Strategic Initiatives		
5	Javier Reyes		Dean, B&E	Academic Affairs		
6	Jack Thompson		Director	Corporate & Government Relations		
7						

5. Lead passenger name / cell number: Maryanne Reed [REDACTED]

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: *Note: this was a last minute request, hence the date.*
X  Printed: Maryanne Reed Date: 01/10/2020 *- AG*

For internal use:		<u>1/9/20</u>
9. Approved by WVU President's Office:		Date sent to LJ Aviation: _____