

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Virgin Hylerloop One
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	2/4/2020	MGW		CRW
2	2/4/2020	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Rob Alsop		VP Strategic Initiatives	Strategic Initiatives	Travel to Charleston, WV to meet with legislators and representatives from Virgin regarding Hyperloop One as West Virginia was invited to submit an RFP for Virgin Hyperloop One to create a certification and testing center to establish regulatory standards.	2
2	Sarah Biller		Executive Director of Vantage Ventures-Chambers College of Business and Economics	Academic Affairs		

5. Lead passenger name / cell number: Rob Alsop
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 AG Printed: Amy Garbrick Date: 2/3/2020

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation: 2/3/2020

Printed name: Amy Garbrick

Updated: 12/29/2014