



West Virginia University Airplane Reservation Form

General business purpose for trip: To meet with the Governor's office relating to healthcare matters and attended meetings of the Legislature relating to Higher Education governance.

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


Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	2/18/2020	Morgantown, WV	9:00 am	Charleston, WV
2	2/18/2020	Charleston, WV	5:30 pm	Morgantown, WV
3				
4				


	Name	Cell number	Department	VP Division	Business Justification	Code
1	Rob Alsop		VPSI	VPSI	See above	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:
 Printed: Melissa A. Patterson Date: 2.17.20

For internal use:
 5. Approved by WVU President's Office:  Date sent to LJ Aviation: 2.17.20
 Printed name: _____ Updated: 12/29/2014