


West Virginia University Airplane Reservation Form


1. General business purpose for trip: College of Law Dean Candidate on-campus interview
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Morgantown Municipal Airport
4. Destination address: 100 Hartfield Road, Morgantown, WV 26505

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


1	12/15/2020	SLC	8:00A	Salt Lake City, UT
2	12/15/2020	FSD	11:30A	Morgantown, WV
3	12/17/2020	MGW	10:00A	Sioux Falls, SD
4	12/17/2020	FSD	12:15P	Salt Lake City, UT

**Note: plane traveled to Salt Lake City the evening of 12/14 to overnight in preparation for the 12/15 early AM departure- AG

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Amelia Rinehart		Provost Office	Academic Affairs	Continued recruitment efforts for WVU College of Law Dean search during COVID-19 pandemic.	3,4,6
2						
3						
4						
5						
6						
7						

5. Lead passenger name / cell number: 
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: Maryanne Reed Date: 12/14/2020

For internal use:

9. Approved by WVU President's Office: AG – signed digitally Date sent to LJ Aviation: 12.14.2020

Printed name: Amy Garbrick Updated: 12/29/2014