

West Virginia University Airplane Reservation Form

1. General business purpose for trip: WVU Tech Tour and Meetings
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): BKW
4. Destination address: 176 Airport Rd. Beaver, WV 25813

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

1	4/12/2021	Morgantown, WV	8:30 a.m.	Beckley, WV
2	4/12/2021	Beckley, WV	4 p.m.	Morgantown
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Paul Kreider	[REDACTED]	Academic Affairs/Provost Office		To meet with WVU Tech President, Carolyn Long and other key administrators while touring the campus and key facilities. *Session with Ken Howell, Athletic Director and see the issues on the ground *Meeting with Tech's Student Success staff *Tour new facilities – Hall of Fame Room, classroom renovations, and others *Session with the Executive Staff – Exchange of questions *Discussion on using Tech as an incubator for new programs *Strategic Planning Reports to our team – Three teams to brief our team	5
2	Mark Gavin	[REDACTED]	Academic Affairs/Provost Office			
3	Evan Widders	[REDACTED]	Academic Affairs/Provost Office			
4	Tracey Beckley	[REDACTED]	Teaching and Learning Center/WVU Online			
5						
6						
7						

5. Lead passenger name / cell number: Paul Kreider/ [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:

X

Maryanne Reed

Date: 04/01/2021

For internal use:

9. Approved by WVU President's Office:

AG

Date sent to LJ Aviation 4/2/2021

Printed name: Amy Garbrick

Updated: 12/29/2014