



West Virginia University Airplane Reservation Form

General business purpose for trip: This group is meeting with the State Treasurer to discuss WVU's ITS Modernization Project since our systems must interface with the state systems.

1. Department contact/ phone number: Melissa 3-2545
2. Destination airport (if known): Charleston
3. Destination address: State Capital – State Treasurer's Office

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	11/15/2021	Morgantown, WV	7:45AM	Charleston, WV
2	11/15/2021	Charleston, WV	4:30 pm	Morgantown, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Rob Alsop		VPSI	VPSI	Group will travel to Charleston for the meeting above, as well as to meet with State legislators during WV legislative interims regarding legislative matters.	3
2	Gordon Gee		WVU President	President's Office		3
3	Todd Witter		ITS	VPSI		3
4	Rachel Hays		Payment Srvc.	VPSI		3
5	Brice Knotts		ITS	VPSI		3
6	Ted Svehlik		Procurement & Payment Srvc	VPSI		3
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:

AG Printed: Amy Garbrick Date: 11/14/2021

For internal use:

5. Approved by WVU President's Office: AG Date sent to LJ Aviation: 11/14/21

Printed name: _____ Updated: 12/29/2014