

West Virginia University Airplane Reservation Form

1. General business purpose for trip: To attend the Benedum Celebration for Mary Hunt
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: 300 Eagle Mountain Road Suite 165, Charleston, WV 25311

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

1	6/13/2022	Morgantown, WV	3:45 p.m.	Charleston, WV
2	6/13/2022	Charleston, WV	7:30 p.m.	Morgantown, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Maryanne Reed	[REDACTED]	Academic Affairs/Provost Office	Academic Affairs	*To attend the Claude Worthington Benedum Foundation Celebration for Mary Hunt *WVU has been a partner with Benedum for several years securing numerous grants and other funding for multiple colleges/proframs within the University. *To network and show our support and appreciation of the generosity they have shown us over the years.	4
2	Donna Peduto	[REDACTED]	Academic Affairs/Provost Office	Academic Affairs		
3	Peter Butler	[REDACTED]	Davis College	Academic Affairs		
4	Sven Verlinden	[REDACTED]	Davis College	Academic Affairs		
5	Diana Martinelli	[REDACTED]	Reed College of Media	Academic Affairs		
6	BJ Davisson	[REDACTED]	WVU Foundation	President's Office		4
7	Cindi Roth	[REDACTED]	WVU Foundation	President's Office		4

5. Lead passenger name / cell number: Maryanne Reed/[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:
 Maryanne Reed Date: 06/09/2022

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 6/9/2022

Printed name: Amy Garbrick

Updated: 12/29/2014