

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Travel to Washington, DC to attend a meeting with Janet Brown, Exec Director, Commission on Presidential Debates, Brian Hemphill (WVSU President) & Mike Stuart (chair of the West Virginia Commission on Presidential Debates)
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW to MGW to IAD to CRW to MGW
4. Destination address: \_\_\_\_\_

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	7/14/2015	CRW		MGW
2		MGW		IAD
3		IAD		CRW
4		CRW		MGW

*(separate plane due to pilots duty time)*

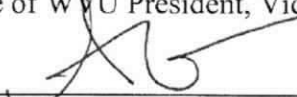
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Mike Stuart- legs 1, 2, 3		Chair of the WV Commission on Presidential Debates	President's Office	WVU and WVSU have submitted a bid to host a 2016 presidential debate in Charleston, WV. Mike Stuart is the chair of the WV Commission on Presidential Debates.	3, 4
2	Gordon Gee- legs 2, 3, 4		President's Office	President's Office	See above	3, 4

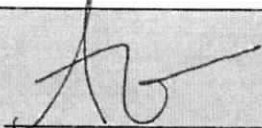
5. Lead passenger name / cell number: Gee- on file

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  Printed: Amy Garbrick Date: 7/13/15

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>7/13/15</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014