

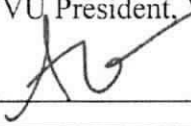
West Virginia University Airplane Reservation Form

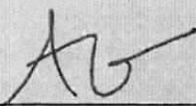
1. General business purpose for trip: Present NACAA (National Association County Agricultural Agents) Keynote - "Critical Role of Extension in the Evolution of a Modern American Land Grant University" in Sioux Falls, SD. From there, President Gee will have an initial meeting a potential WVU donor in Denver, CO. _____
2. _____
3. Department contact/ phone number: Amy 3-8763 _____
4. Destination airport (if known): Sioux Falls, SD then Denver, CO.
5. Destination address: _____

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	7/12/2015	MGW		Sioux Falls, SD
2	7/13/2015	Sioux Falls, SD		Denver, CO
3	7/13/2015	Denver, CO		MGW
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		President's Office	President's Office	See above	3, 4

6. Lead passenger name / cell number: _____ Gee- on file
7. 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: _____
8. Catering:
 - No catering required.
 - Catering is required. Details: _____

9. Signature of WVU President, Vice President, Chancellor or designee:
  Printed: Amy Garbrick Date: 7/10/15

For internal use:	
10. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>7/10/15</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014