

West Virginia University Airplane Reservation Form

- General business purpose for trip: Pick President Gee up from a WVU meeting in Pittsburgh PA (Allegheny County Airport), travel to MGW to pick up passengers to then travel to Beckley, WV for county visits as part of President Gee's 55-county tour in the state of WV.
- Department contact/ phone number: Amy 3-8763
- Destination airport (if known): AGC, then MGW, then BKW
- Destination address: _____

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	6/30/2015	AGC		MGW
2		MGW		BKW
3				
4	7/1/2015	LWB		MGW (Berry, Turton, Martin, Holehouse only)

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		President's Office	President's Office	See above	3
2	Ann Berry		WVP UR	University Relations	Support President Gee as part of the 55-county tour of the state of WV	3
3	Richard Turton		WVU Faculty Senate	Academic Affairs	Support President Gee as part of the 55-county tour of the state of WV	3
4	Sharon Martin		VP UR	University Relations	Support President Gee as part of the 55-county tour of the state of WV	3
5	Fonda Holehouse		Davis Collge of Ag	Academic Affairs	Support President Gee as part of the 55-county tour of the state of WV	3

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

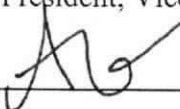
6. Ground transportation:
- No ground transportation required.
- I prefer to set up my own ground transportation.
- I prefer to have LJ Aviation set up ground transportation. Details: _____

7. Catering:

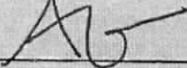
No catering required.

Catering is required. Details: _____

8. Signature of WVU President, Vice President, Chancellor or designee:

X  Printed: Amy Garbrick Date: 6/29/15

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 6/29/15

Printed name: Amy Garbrick Updated: 12/29/2014