

West Virginia University Airplane Reservation Form

1. General business purpose for trip: After county tour visits (Nicholas County) as part of President Gee's 55-county tour during the summer of 2015, President Gee will stay in Lewisburg for events surrounding the Greenbrier Classic. While in Lewisburg, he will conduct business meetings with WVU donors, potential donors, the former WV governor and attend the United Bank dinner.
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): LWB to MGW
4. Destination address:

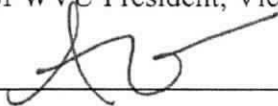
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	7-5-2015	LWB		MGW
2				
3				
4				

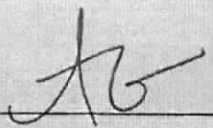
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		President's Office	President's Office	See above	4

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:

  Printed: Amy Garbrick Date: 7/2/15

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: 7/2/15
Printed name: Amy Garbrick	Updated: 12/29/2014