

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Travel to Columbus, OH for meetings related to the OSU Center for Higher Education Enterprise. Following the Columbus appointments, President Gee will travel to Martinsburg, WV for a dinner meeting with the former WVU BOG Chairman, Mr. Jim Dailey.
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): MGW to CMH to MRB to MGW
4. Destination address: \_\_\_\_\_

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	7/15/2015	MGW		CMH
2	7/16/2015	CMH		MRB
3		MRB		MGW
4				

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

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

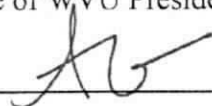
6. Ground transportation:
- No ground transportation required.
- I prefer to set up my own ground transportation.
- I prefer to have LJ Aviation set up ground transportation. Details: \_\_\_\_\_

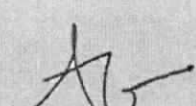
7. Catering:

No catering required.

Catering is required. Details: \_\_\_\_\_

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

X  Printed: Amy Garbrick Date: 7/14/15

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>7/14/15</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014