

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Travel as part of President Gee's 55-county tour to Logan and Wyoming counties.
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): BKW
4. Destination address: _____

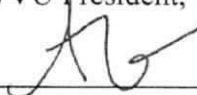
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	7/21/2015	MGW		BKW
2				
3				
4				

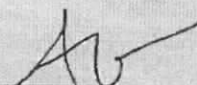
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		President's Office	President's Office	<i>see above</i>	3
	Ann Berry		University Relations AVP	University Relations		3
	Sharon Martin		University Relations VP	University Relations		3
	Ken Blemmings		Honors College Dean	Academic Affairs/Provost		3
	Tara Hulsey		School of Nursing Dean	Health Sciences Center		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:

  Printed: Amy Garbrick Date: 7/20/15

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>7/20/15</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014