

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Attend Big 12 Presidents meeting in Dallas
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): DFW
4. Destination address: DFW airport, Four Seasons hotel

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	6/1/2016	MGW		DFW
2	6/3/2016	DFW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee will travel to the Big 12 presidents meeting in Dallas. This meeting consists of three days of sessions/meetings with the Board of Directors meeting held on the last day. Mrs. Erickson will accompany President Gee to this meeting and attend official events on behalf of WVU.	3, 4
2	Laurie Erickson	<i>leg 2 on 14</i>	Guest of WVU President	President's Office		

3. Maria Kolar - Faculty in WVU School of Medicine. Dr. Kolar attended a transition meeting in Dallas as she moves into her new role as Faculty Athletic Representative at WVU. Dr. Kolar flew back with President Gee and Mrs. Erickson.

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: *meeting in Dallas as she moves into her new role as Faculty Athletic Representative at WVU. Dr. Kolar flew back with President Gee and Mrs. Erickson.*

7. Catering:
 - No catering required.
 - Catering is required. Details: _____

8. Signature of WVU President, Vice President, Chancellor or designee:
 X *AG* Printed: Amy Garbrick Date: 6/30/14

For internal use:	
9. Approved by WVU President's Office: <u><i>AG</i></u>	Date sent to LJ Aviation: <u>6/30/14</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014