

West Virginia University Airplane Reservation Form

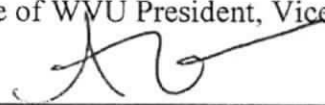
1. General business purpose for trip: President Gee Summer 2016 County Tour- Raleigh, Fayette and Nicholas counties
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Beckley, WV
4. Destination address: Beckley, WV airport

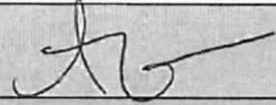
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	5/5/2016	MGW		BKW
2	5/5/2016	BKW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	As part of the 2016 WV county tour, President Gee will visit Raleigh, Fayette and Nicholas counties. Visits will be made to Adventures on the Gorge, President Gee will give the keynote at the Annual Tourism Luncheon in Summersville, speak to students at Nicholas County High School, visit the Summersville library and meet with the Beckley Register-Herald. Nathan Harlan will attend because of Adventure WV's partnership with AOTG and Brandi Underwood will attend to serve as an admissions representative when President Gee speaks to students at Nicholas County HS. Ann Berry will attend as she organized the tour and staff support.	3, 4
2	Ann Berry		University Relations	University Relations		
3	Nathan Harlan		Adventure WV	Academic Affairs		
4	Brandi Underwood		Admissions	Academic Affairs		

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: 5/4/14

For internal use:
 9. Approved by WVU President's Office:  Date sent to LJ Aviation: 5/4/14
 Printed name: Amy Garbrick Updated: 12/29/2014