

**West Virginia University Airplane Reservation Form**

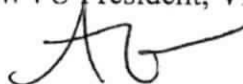
1. General business purpose for trip: Keynote address to the WVU Alumni Association's Central Ohio Chapter Annual Dinner
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Columbus I'ntl (CMH)
4. Destination address: CMH airport

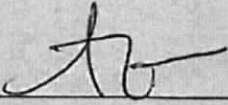
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	5/17/2016	MGW		CMH
2	5/19/2016	CMH		MGW

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee will travel to Columbus, OH to deliver the keynote at the Central Ohio Chapter of the WVU Alumni Association Annual dinner. While in Columbus, President Gee will meet with a faculty member at OSU, regarding a book he is writing on E. Gordon Gee's leadership in higher education as well as Senator and Mrs. Glenn regarding possible lecture at WVU and ongoing discussions regarding higher education policies in Washington, DC as they relate to WVU. President Gee will also attend a meeting in Columbus regarding WVU's global vision moving forward.	4, 6

**CC COPY**

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: 5/16/16

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>5/16/16</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014