

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Multi-purpose: Lewisburg- attend the Fourth Circuit Judicial Conference. San Diego- attend the National Boy Scouts of America Board meeting. Houston- donor relations _____
2. Department contact/ phone number: Amy 3-8763 _____
3. Destination airport (if known): Lewisburg, WV, San Diego, CA, Houston, TX _____
4. Destination address: The Greenbrier (LWB) _____


Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	5/24/2016	MGW		LWB
2	5/25/2016	LWB		San Diego, CA
3	5/27/2016	San Diego, CA		Houston, TX
4				

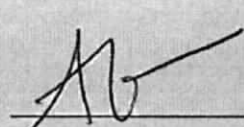
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee will attend The Judicial Conference of the Fourth Circuit at The Greenbrier in Lewisburg, WV upon the invitation of Judge Robert King. Judge King is a federal judge on the US Court of Appeals for the Fourth Circuit. From there, he will travel to San Diego, CA for the National Boy Scouts of America Board meeting. From San Diego, President Gee will travel to Houston, TX to meet with WVU donors in the Houston area.	3, 4

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: 5/22/14

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: 5/22/14
Printed name: Amy Garbrick	Updated: 12/29/2014