

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Attend Alumni Association and Mountaineer Athletic Club fundraiser
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Charleston
4. Destination address: CRW airport

Leg: Trip date: Departure City: Departure Time: Arrival City:

1	6/9/2016	MGW		CRW
2	6/9/2016	CRW		MGW
3				
4				

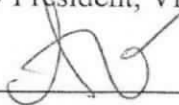
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee- leg 1 only		WVU President	President's Office	The WVU Alumni Association will hold a fundraiser in Charleston, WV featuring talented and creative fashions of local stores and WVU alumni nationwide. All proceeds from this event will benefit WVU alumni and student programming. President Gee and AD Lyons will represent WVU at this event. In addition to the Alumni fundraiser, President Gee and AD Lyons will attend a Mountaineer Athletics Club reception. President Gee and AD Lyons will speak at this event.	6
2	Shane Lyons		Athletic Department (Athletic director)	Athletics		6

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:

X  Printed: Amy Garbrick Date: 6/8/14

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 6/8/14

Printed name: Amy Garbrick Updated: 12/29/2014