

West Virginia University Airplane Reservation Form


1. General business purpose for trip: President Gee's WV County Tour- Summers and Monroe Counties
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Beckley
4. Destination address: Beckley airport

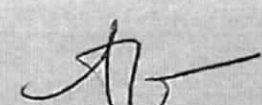
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	5/31/2016	MGW		Beckley
2	5/31/2016	Beckley		MGW

	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 travel to Summers and Monroe counties. Stops/visits include: Summers County Extension Office (meet with local leaders), local businesses in Hinton, WV, meet with WVU Davis College grads who now own Organic Dairy company (National Young Farmer Award finalist), speak to students at James Monroe High School (middle and high school students. Pres. Gee, Dr. Blemmings and Savannah will all speak), Monroe Co. Extension Office and a media taping. Ann Berry will travel as the coordinator of the tour/staff support and Scott Lituchy will travel in support of media efforts.	3, 4
2	Ann Berry		AVP University Relations	University Relations		
3	Ken Blemmings		Dean, WVU Honors	Academic Affairs		
4	Scott Lituchy		Video/Photo/Multimedia for UR	University Relations		
5	Savannah Lusk		Alternate Mountaineer Mascot/ Foundation Scholar / student	President's Office		

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: 5/30/14

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>5/30/14</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014