

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Attend the 38th annual WVU luncheon on Capitol Hill
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW – MGW – IAD – MGW - CRW
4. Destination address: National Press Club, Washington, DC

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	6/14/2016	CRW		MGW
2	6/14/2016	MGW		IAD
3	6/14/2016	IAD		MGW
4	6/14/2016	MGW		CRW

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee- leg 2, 3		WVU President	President's Office	Passengers will travel to Washington DC to attend the 38 th annual Alumni Luncheon on Capitol Hill. This annual event celebrates institutional success, informs key WVU constituencies of issues and opportunities confronting higher education from a national and statewide perspective, and is a tremendous networking opportunity. President Gee will speak at this event.	6
2	Tom Flaherty- all legs		WVU BOG Chairman	President's Office		
3	Robin Yorty- leg 2, 3		President's Office	President's Office		
4	Sharon Martin- leg 2, 3		UR Vice President	University Relations		
5	Diane Lewis- leg 2, 3		WVU BOG member	President's Office		
6	Clay Marsh- leg 2 only		WVU HSC VP and Exec. Dean	HSC VP		
7	Cindi Roth- leg 3 only		WVU Foundation President	Foundation President		
8	Joyce McConnell- leg 2, 3		WVU Provost and VP AA	Academic Affairs/ Provost		

5. Lead passenger name / cell number: Gee- on file

Ground transportation:

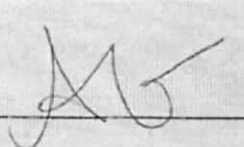
- No ground transportation required.
- I prefer to set up my own ground transportation.
- I prefer to have LJ Aviation set up ground transportation. Details: _____

6. Catering:

- No catering required.
- Catering is required. Details: 

Signature of WVU President, Vice President, Chancellor or designee: _____
 Printed: Amy Garbrick Date: 6/13/14

For internal use:

7. Approved by WVU President's Office:  Date sent to LJ Aviation: 6/13/14

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