

West Virginia University Airplane Reservation Form

1. General business purpose for trip: APLU meeting, donor relations, BHEF meeting, WV Future Scholars event
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): IAD and CRW
4. Destination address: IAD and CRW airports

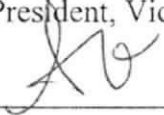
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	6/21/2016	MGW		IAD
2	6/21/2016	IAD		MGW
3	6/23/2016	IAD		CRW
4	6/23/2016	CRW		MGW

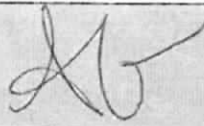
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee	All legs	WVU President	President's Office	President Gee will travel to Washington DC to attend and speak at a MAC event hosted by WVU donors/alums. Additionally, he will attend a meeting of the Association of Public Land Grant Universities, meet with donors, meet with Department of Defense officials regarding the National Security Technology Accelerator initiative w/ WVU's Innovation Center, attend an event in honor of WV's 153th anniversary on Capitol Hill and attend the Business Higher Education Forum summer meeting. After Washington, DC. President Gee will travel to Charleston, WV to attend the WV Future Scholars event. (more info below)	4, 6
2	Robin Yorty	Leg 1, 2	Liaison to the President/University Events	President's Office	Robin, Cindi, BJ, Julie and Mac will travel to Washington DC with President Gee to attend the Mountaineer Athletic Club event hosted by WVU donors/alums. President Gee will speak at this event.	4
3	Cindi Roth	Leg 1, 2	WVU Foundation President	WVU Foundation		4
4	BJ Davisson	Leg 1, 2	WVU Foundation / Development	WVU Foundation		4
5	Julie Merrow	Leg 1, 2	WVU SGA President	President's Office		4
6	Roger Mac McIntyre	Leg 1, 2	WVU SGA VP	President's Office		4
7	Ken Blemmings	Leg 4	Dean, Honors College	Acad. Aff.		Ken, Savannah and Stephen will travel from Charleston WV back to Morgantown WV with President Gee. All attended the WV Future Scholars event which is designed for high ability students in the Charleston area. This event is intended to be an introductions to the opportunities at WVU and introduce the benefits of the prestigious scholarships these students may be eligible for.
8	Savannah Lusk	Leg 4	WVU Back-up Mountaineer Mascot	Pres. Office		6
9	Stephen Lee	Leg 4	Admissions	Acad. Aff.		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: 6/22/14

For internal use:
9. Approved by WVU President's Office:  Date sent to LJ Aviation: 6/22/14
Printed name: Amy Garbrick Updated: 12/29/2014