

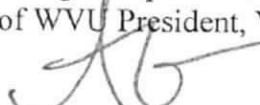
West Virginia University Airplane Reservation Form

1. General business purpose for trip: Meeting with Dillenschneider Group; attend funeral services
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Cleveland airport, CMH airport
4. Destination address: Cleveland airport

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	6/30/2016	MGW		Cleveland
2	6/30/2016	Cleveland		CMH
3	6/30/2016	CMH		MGW
4	6/30/2016	CMH		MGW

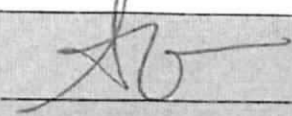
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee, Joyce McConnell, and Sharon Martin to meet with The Dillenschneider Group and Presidents from other institutions in the U.S. The Roundtable Discussion was titled "Transforming Higher Education: What the Candidates Need to Know" and the issues discussed were 1) the federal role in higher ed, 2) financial challenges in higher ed, and 3) student issues on today's campuses and how to protect freedom of expression. From Cleveland, President Gee traveled to the funeral services of John F. Wolfe, Chairman and CEO of The Dispatch Printing Company and publisher of The Columbus Dispatch. President Gee was invited to be part of the official party of the services of Mr. Wolfe, who was a prominent figure in the regional media landscape.	4
2	Sharon Martin		VP UR	University Relations		4
3	Joyce McConnell		Provost/ VP AA	Academic Affairs		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: _____
- Catering:
 - No catering required.
 - Catering is required. Details: _____
7. Signature of WVU President, Vice President, Chancellor or designee:



Printed: Amy Garbrick

Date: 6/29/16

For internal use: 8. Approved by WVU President's Office:  _____ Printed name: <u>Amy Garbrick</u>	Date sent to LJ Aviation: <u>6/29/16</u> Updated: 12/29/2014
--	---