

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Association of Ohio Commodores summer meeting
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CMH
4. Destination address: CMH airport

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

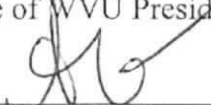
1	June 18 2016	MGW		Columbus
2	June 19 2016	Columbus		MGW

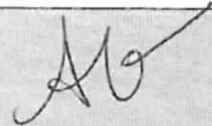
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee will travel to Columbus, OH to attend the Association of Ohio Commodores summer meeting and introduce new inductee Jim Tressel. The people that President Gee will meet/network with at this event are valuable in elevating the recruitment and presence of West Virginia University. The mission of the Commodores is to "assist the State of Ohio in its advancement in all areas contributing to the economic growth and development of the State, and the greater prosperity of its citizens." Mrs. Erickson will accompany President Gee to the events of this meeting.	4
2	Laurie Erickson		President's office	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: 6/17/14

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>6/17/14</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014