

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Big 12 meeting in Dallas
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): DFW
4. Destination address: DFW airport

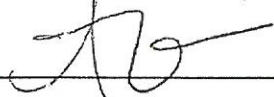
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	7/18/2016	MGW		Dallas
2	7/19/2016	Dallas		Columbus
3	7/20/2016	Columbus		MGW
4				

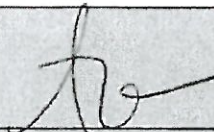
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee will travel to the Big 12 Meeting in Dallas, TX. In Columbus, President Gee will meet with Herb Asher, faculty member at OSU, regarding a book he is writing on E. Gordon Gee's leadership in higher education as well as John Carey, Chancellor of the Ohio Department of Higher Education.	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: _____

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

8. Signature of WVU President, Vice President, Chancellor or designee:

 Printed: Amy Garbrick Date: 7/15/14

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>7/15/14</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014