

**West Virginia University Airplane Reservation Form**

General business purpose for trip: Camden Clark Medical Center Board Meeting

1. Department contact/ phone number: Amy 3-8763
2. Destination airport (if known): PKB
3. Destination address: PKB airport

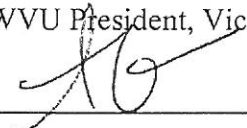
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	7/21/2016	MGW		PKB
2	7/21/2016	PKB		MGW
3				
4				

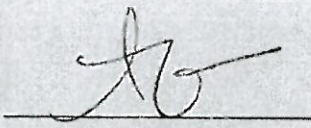
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee and Albert Wright will travel to Parkersburg to attend the Camden Clark Medical Center (WVU Medicine) Board Meeting.	5
2	Albert Wright		Chief Operating Officer, WVU Medicine	HSC		5

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

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

X  Printed: Amy Garbrick Date: 7/20/16

For internal use:	
8. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>7/20/16</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014