

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Keynote address at Follansbee Community Days
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Wheeling, WV
4. Destination address: Wheeling WV airport

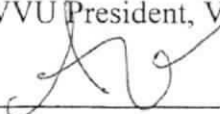
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	6/29/2016	CRW		Wheeling, WV
2				
3				
4				

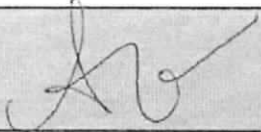
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee will spend the day of June 29 traveling by car to Clay County High School to meet with administrators, students and victims of the June 23 devastating flood in southern WV. President Gee and other WVU students and administrators will deliver supplies to the affected areas. After spending the day at Clay County High School (one of the affected schools), President Gee will travel to Wheeling (airport from Charleston) to speak at Follansbee Community Days on the topic of the importance of education and the power of a strong community.	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: 6/28/16

For internal use:
 9. Approved by WVU President's Office:  Date sent to LJ Aviation: 6/28/16