

**West Virginia University Airplane Reservation Form**

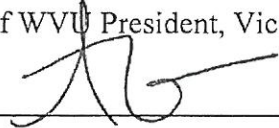
1. General business purpose for trip: Speak at the 2016 CASE Summit for Leaders in Advancement
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): TEB
4. Destination address: TEB airport


Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	7/18/2016	MGW		Teterboro
2	7/18/2016	Teterboro		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee will be on a panel titled: "Who Owns the Brand? A University Leadership Panel" at this annual meeting of senior higher education advancement professionals. While in NYC, President Gee and Sharon will meet with the president and founder of The City Drive Entertainment Group as well as with Pam Larrick, a strategic consultant with the Interpublic Group and Companies, one of four big global advertising agencies. She is also a former communications consultant to former WV Governor Gaston Caperton.	4
2	Sharon Martin		WVU VP for University Relations	University Relations		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: <u></u>	Date sent to LJ Aviation: <u>7/15/14</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014