

West Virginia University Airplane Reservation Form

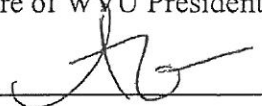
1. General business purpose for trip: Deliver keynote address and visit WVU Tech
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): BKW
4. Destination address: Daniels, WV

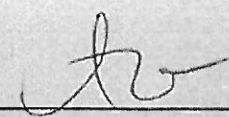
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	8/23/2016	MGW		BKW
2	8/23/2016	BKW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	<p>President Gee will deliver the keynote at the WV Division of Rehabilitation Services Transition Conference for Rehab Counselors. Audience members include 150 DRS staff and RESA Coordinators, STEM Coordinators and STE Coordinators from the Department of Education.</p> <p>He will also meet w/ President of Appalachian Bible College Daniel Anderson and tour their campus. He will also visit with students at WVU Tech and tour that campus.</p>	4, 5

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: 8/22/16

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>8/22/16</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014