


West Virginia University Airplane Reservation Form


1. General business purpose for trip: Attend various meetings at the University of Mississippi and in the New Orleans areas. More information below. _____
2. Department contact/ phone number: Amy 3-8763 _____
3. Destination airport (if known): Oxford, MS and New Orleans _____
4. Destination address: Various _____

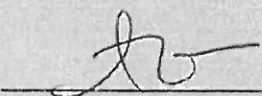
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	8/24/2016	MGW		Oxford MS
2	8/24/2016	Oxford MS		New Orleans LA
3	8/26/2016	New Orleans LA		MGW
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee will travel to Oxford, MS to meet with Jeffrey Vitter, Chancellor of the University of Mississippi. He will travel to New Orleans to attend the Boy Scouts of America (of which President Gee is a member of the Board) Top Hands Meeting, visit the presidents of Tulane University and Louisiana State University, and meet w/ members of the Louisiana Department of Health Senior Staff	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: 8/25/14

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: 8/25/14
Printed name: Amy Garbrick	Updated: 12/29/2014