

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Represent WVU at an Alumni Association's National Capitol Area Chapter event which supports scholarships to WVU _____
2. Department contact/ phone number: Amy 3-8763 _____
3. Destination airport (if known): Dulles VA _____
4. Destination address: Dulles VA airport _____


Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	8/27/2016	MGW		IAD
2	8/27/2016	IAD		MGW
3				
4				

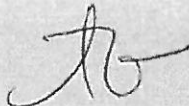
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Represent WVU at an Alumni Association's National Capitol Area Chapter event which supports scholarships to WVU	6
2	John Fahey		WVU Alumni Assn. Chairman	President's Office		6
3	Brian Anderson		Director of the WVU Energy Institute	Academic Affairs		6

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: 8/26/16

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: 8/26/16
Printed name: Amy Garbrick	Updated: 12/29/2014