

West Virginia University Airplane Reservation Form

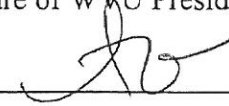
1. General business purpose for trip: Represent WVU at Governor's Day
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): LWB
4. Destination address: State Fairgrounds of WV

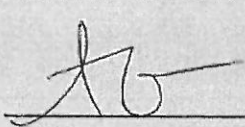
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	8/18/2016	MGW		LWB
2	8/18/2016	LWB		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Represent WVU at Governor's Day at the State Fair of WV. Meet with state government officials, donors and alums throughout the course of the day	6
2	Dan Robison		Dean, Davis College	Academic Affairs		
3	Ann Berry		AVP, Marketing and Outreach	University Relations		
4	Sharon Martin		VP, UR	University Relations		
5	Clay Marsh		VP and Exec. Dean, HSC	HSC		
6	Laurie Erickson		Guest of President Gee and WVU donor	President's Office		
7	Travis Mollohan		State and Local Relations	Legal Services		

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:
 X  Printed: Amy Garbrick Date: 8/17/14

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>8/17/14</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014