

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Attend the annual WV Business Summit
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): LWB
4. Destination address: LWB airport

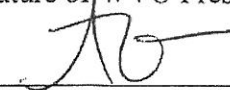
| Leg: | Trip date: | Departure City: | Departure Time: | Arrival City: |
|------|------------|-----------------|-----------------|---------------|
| 1 | 8/30/2016 | MGW | | LWB |
| 2 | 9/2/2016 | LWB | | MGW |
| 3 | | | | |
| 4 | | | | |

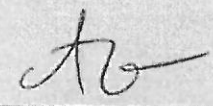
| | Name | Cell number | Department | VP Division | Business Justification | Code |
|---|-----------------|-------------|-----------------------|--------------------|---|------|
| 1 | Gordon Gee | | WVU President | President's Office | Attend the annual WV Business Summit. This is the largest gathering of business, industry, financial and political leaders from around the state. | 4 |
| 2 | Joyce McConnell | | Provost and VP for AA | Academic Affairs | | 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: 8/29/16

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