

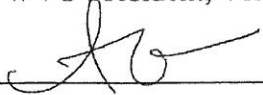
**West Virginia University Airplane Reservation Form**

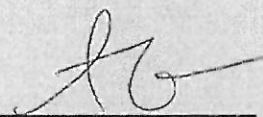
1. General business purpose for trip: Represent WVU at a benefit concert benefiting victims of the June 23 flood in southern WV. \_\_\_\_\_
2. Department contact/ phone number: Amy 3-8763 \_\_\_\_\_
3. Destination airport (if known): LWB \_\_\_\_\_
4. Destination address: State Fairgrounds \_\_\_\_\_

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	8/20/2016	MGW		LWB
2	8/20/2016	LWB		MGW

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Represent WVU at the benefit concert held by the Mountaineer Marching Band during the WV State Fair. Donations will be accepted and will go directly to schools that lost musical instruments and equipment during the June 23 flood in southern WV. Ginny Thrasher, WVU student and the first gold medalist of the 2016 Olympics, will attend and sign autographs.	6
2	Laurie Erickson		Guest of the President, WVU Donor	President's Office		
3	Joyce McConnell		Provost /VP for AA	Academic Affairs		
4	Paul Kreider		Dean, College of Creative Arts	Academic Affairs		
5	John Hendricks		Assoc. Dean, College of Creative Arts.	Academic Affairs		
6	Ginny Thrasher		WVU student and the first 2016 Olympics gold medalist	WVU Athletics/President's Office		
7	Grant Dovey		Video/Photographer Digital media manager	WVU Athletics		

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: 8/19/14

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: 8/19/14
Printed name: Amy Garbrick	Updated: 12/29/2014