

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Participate in the Pearl S. Buck Living Gateway Conference
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Boston/Logan to MGW
4. Destination address: MGW airport

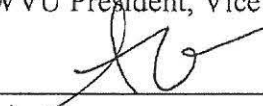
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	9/12/2016	Boston/Logan		MGW
2				


	Name	Cell number	Department	VP Division	Business Justification	Code
1	Keven Ann Willey		President's Office Guest	President's Office	To celebrate the life, legacy, and enduring impact of Pearl S. Buck, West Virginia's Pulitzer Centennial Campfires Initiative event will be an international conference on Buck, winner of a 1932 Pulitzer Prize for her novel, <u>The Good Earth</u> . West Virginia University will host the conference in Morgantown, West Virginia, from September 11-13, 2016. The conference is the result of a partnership among the West Virginia Humanities Council, West Virginia University, West Virginia Wesleyan College, and the Pearl S. Buck Birthplace Foundation. Keven Ann Willey will address the conference attendees as the VP and Editorial Page Editor for the Dallas Morning News and as Chair of the Pulitzer Prize Board.	6

5. Lead passenger name / cell number: Keven Ann Willey- 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: 9/7/16

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>9/7/16</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014