

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

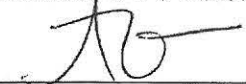
3 **Javier Reyes - return flight only** Dean, College of B&E Academic Affairs same 4

5. Lead passenger name / cell number: Gee- on file Added to return flight per AG

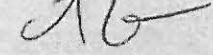
6. Ground transportation:
 No ground transportation required.
 I prefer to set up my own ground transportation.
 I prefer to have LJ Aviation set up ground transportation. Details: _____

7. Catering:
 No catering required.
 Catering is required. Details: _____

8. Signature of WVU President, Vice President, Chancellor or designee:

X  Printed: Amy Garbrick Date: 8/29/16

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 8/29/16

Printed name: Amy Garbrick

Updated: 12/29/2014