

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Meeting regarding higher education book as well as WVU student and faculty recruiting (Columbus), Attend CED 2016 Distinguished Performance Awards events (New York) _____
2. Department contact/ phone number: Amy 3-8763 _____
3. Destination airport (if known): Columbus (CMH) airport, Teterboro airport _____
4. Destination address: Columbus (CMH) airport, Teterboro airport _____

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	9/13/2016	MGW		CMH
2	9/14/2016	CMH		TEB
3	9/14/2016	TEB		CMH
4	9/15/2016	CMH		MGW

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee will travel to Columbus, OH to meet with Herb Asher, faculty member at OSU, regarding a book he is writing on E. Gordon Gee's leadership in higher education. From Columbus, he will travel to Teterboro (New York City) for the CED (Community for Economic Development) 2016 Distinguished Performance Awards Reception and Dinner. John Chambers (WVU alum and major donor) is among the honorees for Owen B. Butler Education Excellence Award. The award recognizes an individual's exceptional commitment to quality education, skills development, and workforce development programs. From Teterboro, he will return to Columbus to meet with a WVU student prospect as well as a WVU faculty prospect.	3,4

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:
 AG Printed: Amy Garbrick Date: 9/9/14



For internal use:

9. Approved by WVU President's Office: 

Date sent to LJ Aviation: 9/9/14

Printed name: Amy Garbrick

Updated: 12/29/2014