

West Virginia University Airplane Reservation Form

1. General business purpose for trip: WV Economic Development Conference
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Martinsburg, WV
4. Destination address: Martinsburg airport

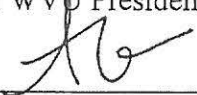
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	9/19/2016	MGW		Martinsburg, WV
2		Martinsburg, WV		MGW

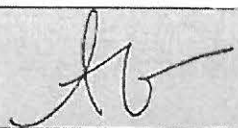
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee will participate in an education and economic development panel discussion as well as provide the keynote address to the WV Economic Development Conference. The WV Economic Development Council promotes activities to retain and expand current business and industry in West Virginia and to attract new business and industry to West Virginia. This conference was hosted by the Jefferson County Development Authority. Attendees include economic developers throughout the state, as well as state officials.	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:

X  Printed: Amy Garbrick Date: 9/15/14

For internal use:		
9. Approved by WVU President's Office:	<u></u>	Date sent to LJ Aviation: <u>9/15/14</u>
Printed name: <u>Amy Garbrick</u>		Updated: 12/29/2014