

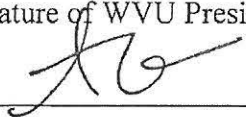
West Virginia University Airplane Reservation Form

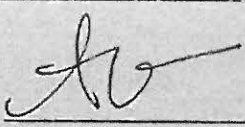
1. General business purpose for trip: WVU vs. BYU football game and associated events.
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): BWI
4. Destination address: BWI airport

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	9/24/2016	CRW		MGW
2	9/24/2016	MGW		BWI
3	9/24/2016	BWI		MGW
4	9/24/2016	MGW		CRW

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee	Legs 2 and 3 only	WVU President	President's Office	President Gee, Mrs. Yorty and Chairman and Mrs. Flaherty will travel to the WVU vs. BYU football game to represent West Virginia University. They will also attend the WVU Alumni Association National Capital Area Chapter pre-game event to meet with WVU donors and alums in the metro-area.	6
2	Robin Yorty	Legs 2 and 3 only	Liaison to the President/ Exec. Dir. Of University Events	President's Office		
3	Tom Flaherty		WVU Board of Governors Chair	President's Office		
4	Paula Flaherty		WVU Board of Governors Chair spouse	President's Office		

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: 9/23/14

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>9/23/14</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014