

West Virginia University Airplane Reservation Form

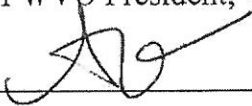
1. General business purpose for trip: Big 12 Board meeting and Boy Scouts of America Board meeting
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): DFW
4. Destination address: DFW airport

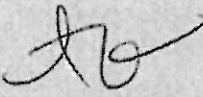
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	10/16/2016	MGW		Dallas Ft. Worth
2	10/19/2016	Dallas Ft. Worth		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee will attend the Big 12 Board of Directors meeting on October 16 and 17 in Dallas and then Boy Scouts of America Board meetings on October 17, 18, 19 in Dallas. Greg Corio will attend Boy Scouts of America Board meetings on October 17-19.	4
2	Greg Corio		WVU Director of Adventure WV	WVU Student Life		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: 10/14/16

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>10/14/16</u>
Printed name: <u>Amy Garbrick</u>	Updated: <u>12/29/2014</u>