

West Virginia University Airplane Reservation Form

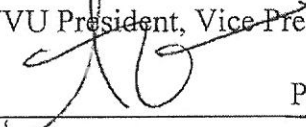
1. General business purpose for trip: Investiture ceremony for University of Arkansas Chancellor Joseph Steinmetz \_\_\_\_\_
2. Department contact/ phone number: Amy 3-8763 \_\_\_\_\_
3. Destination airport (if known): Drake Field/ Fayetteville, AR \_\_\_\_\_
4. Destination address: Drake Field/ Fayetteville, AR \_\_\_\_\_

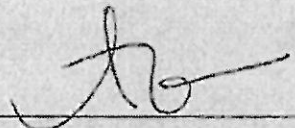
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	10/20/2016	MGW		Drake Field/ Fayetteville, AR
2	10/20/2016	Drake Field/ Fayetteville, AR		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Passengers will participate in official events surrounding the Investiture ceremony for University of Arkansas Chancellor Joseph Steinmetz. President Gee will speak at the event.	4
2	Javier Reyes		College of Business and Economics Dean	Academic Affairs		

1. Lead passenger name / cell number: \_\_\_\_\_ Gee- on file \_\_\_\_\_
2. 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: \_\_\_\_\_

3. Catering:
  - No catering required.
  - Catering is required. Details: \_\_\_\_\_

4. Signature of WVU President, Vice President, Chancellor or designee:
   
  Printed: Amy Garbrick Date: 10/18/14

For internal use:	
5. Approved by WVU President's Office: 	Date sent to LJ Aviation: 10/18/14
Printed name: Amy Garbrick	Updated: 12/29/2014