

West Virginia University Airplane Reservation Form

1. General business purpose for trip: American Council on Education Board meeting (in Washington DC) and WVU recruiting event (Martinsburg, WV)
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): IAD and MRB
4. Destination address: IAD airport and MRB airport

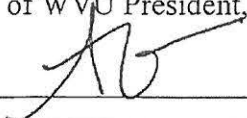
Leg: Trip date: Departure City: Departure Time: Arrival City:

1	9/26/2016	MGW		IAD
2	9/27/2016	IAD		MRB
3	9/27/2016	MRB		MGW

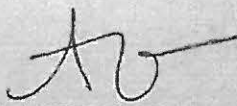
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee will travel to Washington DC to attend the American Council on Education Board meeting. Following the two-day meeting in DC, President Gee will travel to Martinsburg, WV to speak at the "Meet WVU in the Eastern Panhandle" event. Coordinated through the Admissions Office, the Meet WVU events give prospective students and their families an opportunity to learn about majors and minors, admission requirements, financial aid and scholarships, the Honors College, housing, studying abroad, Adventure WV, the Mountaineer Parents Club and how to apply.	6
2	Stephen Lee	Leg 3 only	AVP for Enrollment Management & Exec Director of Admissions and Recruitment	Academic Affairs		
3	Ken Blemings		WVU Honors College	Academic Affairs		
4	Ann Berry		AVP for University Relations/Marketing and Outreach	University Relations		
5	George Zimmerman		Admissions	Academic Affairs		

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: 9/23/14
 Printed name: Amy Garbrick Updated: 12/29/2014