

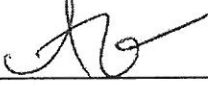
West Virginia University Airplane Reservation Form

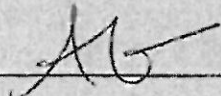
1. General business purpose for trip: Investiture ceremony of Brian Hemphill at Radford University
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Dublin, VA
4. Destination address: Dublin, VA airport

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	10/12/2016	MGW		Dublin, VA
2	10/13/2016	Dublin, VA		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee will speak at the Investiture Ceremony of Radford University President Dr. Brian Hemphill as well as attend related events with the Radford Board of Visitors and others. Dr. Hemphill is the former president of West Virginia State University.	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: 10/11/16

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>10/11/16</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014