

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Investiture Ceremony for Marshall University President Jerome Gilbert _____
2. Department contact/ phone number: Amy 3-8763 _____
3. Destination airport (if known): Huntington, WV _____
4. Destination address: Huntington, WV airport _____

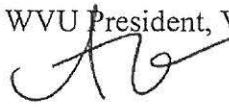
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	9/22/2016	MGW		Huntington
2	9/22/2016	Huntington		Morgantown

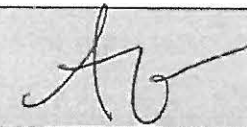
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	All passengers will represent WVU at the Investiture Ceremony for Marshall University President Jerome Gilbert. Events include the Investiture Ceremony, followed by luncheon/reception. Later that day, Dean and Mrs. Dunaway will attend dinner and associated events to represent WVU as President Gee and Mrs. Erickson must return to Morgantown for an event on campus that evening. Both Dean Dunaway and President Gilbert were administrators at Mississippi State prior to taking positions in West Virginia.	3, 4
2	Laurie Erickson		Guest of WVU President	President's Office		
3	Greg Dunaway	Only leg 1- will return to MGW via rental car	Eberly College of A&S Dean	Academic Affairs		
4	Debbie Dunaway		Spouse of Eberly College A&S Dean	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: 9/21/16

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>9/21/16</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014