


West Virginia University Airplane Reservation Form

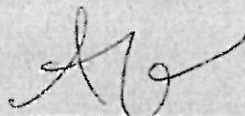
1. General business purpose for trip: WVU recruiting event in Charleston, WV
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: CRW airport

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	10/5/2016	MGW		CRW
2	10/5/2016	CRW		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 "Meet WVU in the Kanawha Valley" event. Coordinated through the Admissions Office and University Relations, the Meet WVU events give prospective students and their families a chance 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. While in the Charleston area, President Gee will also do a taping with state-wide media as well as visit with the Charleston Gazette.	6
2	Sharon Martin	did not travel per AG	VP University Relations	University Relations		6
3	John Bolt		Director, UR News	University Relations		6
4	Joel Brown		University Relations/Marketing	University Relations		6
5	Ken Blemings		Honor College Dean	Academic Affairs		6
6	Lynn Reinke		University Relations/Marketing	University Relations		6
7						

5. Lead passenger name / cell number: _____ Gcc- 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:

  Printed: Amy Garbrick Date: 10/4/16

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>10/4/16</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014