

West Virginia University Airplane Reservation Form

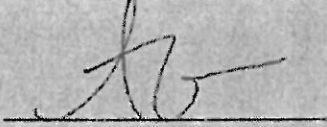
1. General business purpose for trip: Book collaboration. See below.
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): IAD
4. Destination address: IAD airport

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	November 9 2016	MGW		IAD
2	NOV. 9 2016	IAD		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee will travel to/from Morgantown/Dulles airport to meet with other faculty members he is collaborating on a book with about higher education (Stephen Trachtenberg, Gerald Kauvar, and Georgia Nugent) The meeting is on the campus of George Washington 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: 11/8/16

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>11/8/16</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014