

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Attend the nationally televised American Football College Association Awards Show
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Nashville, TN
4. Destination address: Nashville, TN

| Leg: | Trip date: | Departure City: | Departure Time: | Arrival City: |
|------|------------|-----------------|-----------------|---------------|
| 1 | 1/10/17 | MGW | | Nashville |
| 2 | 1/11/17 | Nashville | | MGW |
| 3 | | | | |
| 4 | | | | |

| | Name | Cell number | Department | VP Division | Business Justification | Code |
|---|-----------------|-------------|---|--------------------|---|------|
| 1 | Gordon Gee | | WVU President | President's Office | President Gee, Coach Don Nehlen, and Coach Nehlen's adult children/spouses (Jeff & Vicky Hostetler, Dan & Jane Nehlen) will attend the nationally televised American Football College Association Awards Show. Coach Nehlen is being honored with the Amos Alonzo Stagg Award, given to the "individual, group or institution whose services have been outstanding in the advancement in the best interests of football." Jeff Hostetler, former WVU football player under Coach Nehlen, will introduce Coach Nehlen at this event. Dan Nehlen is a long-time football equipment manager at WVU. All passengers will travel in support of the former WVU head coach receiving this prestigious award. | 4 |
| 2 | Don Nehlen | | Former WVU Head Football Coach | President's Office | | |
| 3 | Jeff Hostetler | | Former WVU football player and guest of Coach Nehlen and President Gee | President's Office | | |
| 4 | Vicky Hostetler | | Guest of President Gee and Coach Nehlen | President's Office | | |
| 5 | Dan Nehlen | | Former WVU Football Equipment manager and guest of President Gee and Coach Nehlen | President's Office | | |
| 6 | Jane Nehlen | | Guest of President Gee and Coach Nehlen | President's Office | | |

5. Lead passenger name / cell number: Gee- on file

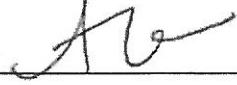
6. Ground transportation:
- No ground transportation required.
 - I prefer to set up my own ground transportation.
 - I prefer to have LJ Aviation set up ground transportation. Details: _____

7. Catering:

- No catering required.

___ Catering is required. Details: _____

8. Signature of WVU President, Vice President, Chancellor or designee:

X  Printed: Amy Garbrick Date: 1/6/17

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 1/6/17

Printed name: Amy Garbrick

Updated: 12/29/2014