

West Virginia University Airplane Reservation Form

1. General business purpose for trip: WVU's participation in the 2016 NCAA Women's College Cup
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): San Jose, CA
4. Destination address: San Jose, CA

Leg: Trip date: Departure City: Departure Time: Arrival City:

1	Dec. 3, 2016	MGW		San Jose, CA
2	Dec. 4, 2016	San Jose, CA		MGW (arrive technically on Dec 5, 2016)

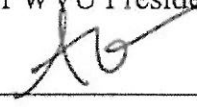
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Travel related to WVU's participation in the 2016 NCAA Women's College Cup (women's soccer championship). WVU played in the final game. Interactions at official events with donors, alums, students, potential students and potential donors. All passengers traveled in an official capacity to represent WVU.	6
2	Laurie Erickson		Guest of President	President's Office		6
3	Shane Lyons - <i>MGW to San Jose only</i>		Athletic Director	Athletic Department		6
4	Emily Lyons		Guest of Athletic Director	Athletic Department		6
5	Rob Alsop		WVU VP Legal Service	Legal Services		6
6	Joyce McConnell		Provost and VP for Academic Affairs	Academic Affairs		6
7	Ashley Coker		WVU Women's Soccer team psychologist	Athletic Department		6

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

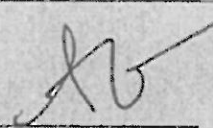
6. Ground transportation:
 No ground transportation required.
 I prefer to set up my own ground transportation.
 I prefer to have LJ Aviation set up ground transportation. Details: _____

7. Catering:
 No catering required.
 Catering is required. Details: _____

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

X  Printed: Amy Garbrick Date: 12/2/16

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 12/2/16

Printed name: Amy Garbrick

Updated: 12/29/2014