

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Meeting of Governor-elect Justice's Exploratory Committee and funeral for Dick Ford. _____
2. Department contact/ phone number: Amy 3-8763 _____
3. Destination airport (if known): Lewisburg, WV _____
4. Destination address: Lewisburg, WV _____

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	Dec. 9, 2016	MGW		LWB
2	Dec. 9, 2016	LWB		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 Lewisburg to participate in Governor-Elect Jim Justice's Exploratory Committee meeting as he transitions into his new role. Following the meeting, all passengers will attend the funeral of Richard "Dick" Ford. Mr. Ford served as a member of the Board of Directors of the WVU Foundation, President of the WVU Alumni Association, and member of the WVU Athletic Council. He also served as President of the WVU Law School Association and as a member of the College of Law Visiting Committee. For his dedicated service to WVU, he was honored as WVU's Outstanding Alumnus, WVU College of Law's Outstanding Alumnus, and was a member of the Order of Vandalia, WVU's highest honor of service to the institution.	2, 4
2	JOYCE ELLEN MCCONNELL		Provost and VP for Academic Affairs	Academic Affairs		4
3	JOHN FISHER		WVU College of Law William J. Maier, Jr. Dean Emeritus	Academic Affairs		4
4	JACK (Forest) BOWMAN		Professor Emeritus of the WVU College of Law	Academic Affairs		4
5	BOB STEPTOE		WVU College of Law alum, past president of the WV State Bar, past president of the WV Bar Association and past president of the WV Bar Foundation. Adjunct Professor at the WVU College of Law	Academic Affairs		4
6	VINCE CARDI		Faculty, WVU College of Law	Academic Affairs		4
7						

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

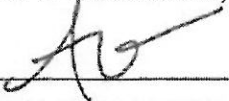
6. Ground transportation:

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

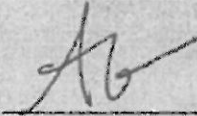
7. Catering:

No catering required.
 Catering is required. Details: _____

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

X  Printed: Amy Garbrick Date: 12/8/16

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 12/8/16

Printed name: Amy Garbrick

Updated: 12/29/2014