

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Attend funeral services of Senator John Glenn
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CMH
4. Destination address: CMH

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	12/17/2016	MGW		CMH
2	12/17/2016	CMH		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Attend funeral services of Senator John Glenn. Senator Glenn was the first American astronaut to orbit the Earth in 1962, then became a national political figure for 24 years serving in the US Senate.	4
2	Laurie Erickson		Guest of President Gee	President's office		4

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

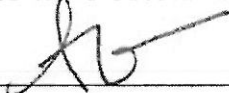
6. Ground transportation:

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

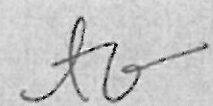
7. Catering:

- No catering required.
- Catering is required. Details: \_\_\_\_\_

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

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

For internal use:

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

Printed name: Amy Garbrick Updated: 12/29/2014