

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Meet with senior leadership of the University of Toledo
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Toledo and CMH
4. Destination address: Toledo and CMH airport

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	1/25/2017	MGW		Toledo, OH
2	1/25/2017	Toledo		CMH
3	1/26/2017	CMH		MGW
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee will travel to Toledo to meet with senior leadership and the college deans of the University of Toledo. This is at the invitation of UT's President Sharon Gaber to discuss issues facing higher education. In Columbus, he will meet with Micah Kamrass for recruitment purposes. Mr. Kamrass is a lawyer who specializes in Greek issues on college campuses.	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:

 Printed: Amy Garbrick Date: 1/23/17

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>1/23/17</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014