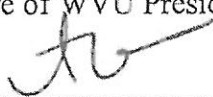



West Virginia University Airplane Reservation Form

1. General business purpose for trip: Meetings as described below
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CMH
4. Destination address: CMH airport

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	1/13/2017	MGW		CMH
2	1/14/2017	CMH		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Meet with Herb Asher, faculty member at OSU, regarding a book he is writing on E. Gordon Gee's leadership in higher education. Also meet with Steve Gavazzi, professor at OSU Mansfield, regarding a book his is writing with President Gee on land-grant institutions.	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: 1/11/17

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>1/11/17</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014