

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Attend official events of WV Governor's Inauguration
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Lewisburg, and Charleston, WV
4. Destination address: LWB and CRW airports

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	1/15/2017	MGW		LWB
2	1/16/2017	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee, Joyce McConnell, Rob Alsop and Jessica Alsop will all attend the official events of the WV Governor's Inauguration in both Lewisburg, WV and Charleston, WV. All passengers will attend in an official capacity to represent WVU.	2
2	Joyce McConnell-leg 2 only		WVU Provost/VP Academic Affairs	Academic Affairs		
3	Rob Alsop		VP Legal Services	Legal Services		
4	Jessica Alsop		Legal Services guest	Legal Services		

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

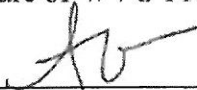
6. Ground transportation:
- No ground transportation required.
- I prefer to set up my own ground transportation.
- I prefer to have LJ Aviation set up ground transportation. Details: _____

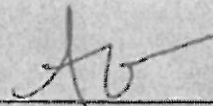
7. Catering:

No catering required.

Catering is required. Details: _____

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

X  Printed: Amy Garbrick Date: 1/12/17

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