

West Virginia University Airplane Reservation Form

1. General business purpose for trip: WV Roundtable Annual meeting and WV Governor's State of the State address _____
2. Department contact/ phone number: Amy 3-8763 _____
3. Destination airport (if known): CRW _____
4. Destination address: CRW _____

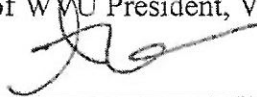
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	2/8/2017	MGW		CRW
2	2/8/2017	CRW		MGW
3				
4				


	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Passengers traveled to Charleston to attend the WV Governor's State of the State address. President Gee also attended the WV Roundtable Annual Meeting in Charleston. Passengers interacted with State officials attending the same events.	2
2	Joyce McConnell		WVU Provost/VP AA	Academic Affairs		2
3	John Campbell		Vice Provost	Academic Affairs		2
4	Javier Reyes	Return trip only	Dean, College of B&E	Academic Affairs		2

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: 2/7/17

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>2/7/17</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014