

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Higher Education Day at the WV Legislature
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	3/15/2017	MGW		CRW
2	3/15/2017	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Represent WVU at WV Higher Education Day at the Legislature. President Gee will also meet with various legislators during the WV legislative session.	2, 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:

X AG Printed: Amy Garbrick Date: 3/14/17

For internal use:	
9. Approved by WVU President's Office: <u>AG</u>	Date sent to LJ Aviation: <u>3/14/17</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014