

West Virginia University Airplane Reservation Form

1. General business purpose for trip: American Council on Education Board meeting
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): IAD
4. Destination address: IAD

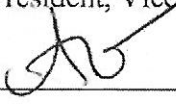
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	3/10/2017	MGW		IAD
2	3/11/2017	IAD		MGW
3				
4				

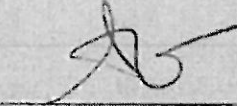
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee will travel to DC to participate in the American Council on Education Board meeting.	4

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: 3/9/17

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