

West Virginia University Airplane Reservation Form

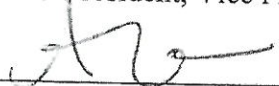
1. General business purpose for trip: WVU Day at the Legislature
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: CRW


Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	3/28/2017	MGW		CRW
2	3/28/2017	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Passengers will represent WVU at WVU Day at the Legislature during the legislative session. Hosted by the WVU Extension Service, the annual event offers participants a unique chance to learn about higher education opportunities afforded to them within their state while getting a firsthand look at the legislative process. Passengers will have meetings with WV legislators and President Gee will interview with various state-wide media outlets. WVU Rifle Coach Jon Hammond was recognized as his team earned its fifth straight NCAA title.	6
2	Jon Hammond		Rifle Coach	Athletics		
3	Clay Marsh		VP and Exec Dean, HSC	HSC		
4	Sharon Martin		VP, UR	UR		
5	Rob Alsop		VP, Legal Services	Legal Services		
6	Troy Clemons		WVU Mountaineers	President's Office		
7	Ann Berry		AVP, UR	UR		

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: 3/27/17

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>3/27/17</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014