

West Virginia University Airplane Reservation Form

1. General business purpose for trip: See below
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Chicago, IL and Phoenix, AZ
4. Destination address: Various in Chicago and Phoenix

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	3/31/2017	MGW		Chicago, IL
2	4/1/2017	Chicago, IL		Phoenix, AZ
3	4/3/2017	Phoenix, AZ		Charleston, WV
4	4/3/2017	Charleston, WV		Morgantown, WV

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	<p>President Gee gave a keynote address at the Higher Learning Commission Annual Conference Presidents' Program in Chicago, IL on Saturday, April 1.</p> <p>He was invited to participate in Full Court Press, a seminar that Arizona State University's Sandra Day O'Connor College of Law organized on April 3. President Gee's panel was titled "A Conversation on Sports" and his panelists included the President from University of Houston and the athletic director from Ohio State University. He also participated in a donor relations meeting in Phoenix.</p> <p>In Charleston, President Gee will meet with Governor Justice and the Exploratory Committee at the Governor's request.</p>	3, 4, 2
2	Rob Alsop	Leg 4 only CRW to MGW	WVU Legal Services	WVU VP Legal	Attend press conference at the request of Governor Justice as well as meet with the Governor and the Exploratory Committee at the Governor's request.	2

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

6. Ground transportation:
- No ground transportation required. *in CRW*
- I prefer to set up my own ground transportation.

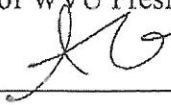
I prefer to have LJ Aviation set up ground transportation. Details: _____

7. Catering:

No catering required.

Catering is required. Details: _____

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



Printed: Amy Garbrick

Date:

3/30/17

For internal use:

9. Approved by WVU President's Office:



Date sent to LJ Aviation:

3/30/17

Printed name: Amy Garbrick

Updated: 12/29/2014