

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Meetings with WV legislators
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: CRW

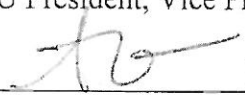
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	3/17/2017	MGW		CRW
2	3/17/2017	CRW		MGW
3				
4				


	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee and VP Alsop will travel to Charleston to meet with various legislators during the legislative session regarding issues that could have an impact on WVU.	2, 4
2	Rob Alsop		Legal Service, Vice President	Legal Services		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:
 - No catering required.
 - Catering is required. Details: _____

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

  Printed: Amy Garbrick Date: 3/16/17

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>3/16/17</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014