

West Virginia University Airplane Reservation Form

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

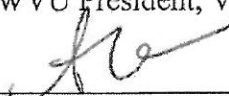
I.eg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	2/16/2017	MGW		LWB
2	2/16/2017	LWB		CRW
3	2/17/2017	CRW		MGW
4				

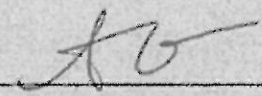
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee and Vice President Alsop will travel to Lewisburg for a meeting regarding WV legislative issues. From Lewisburg, they will travel to Charleston for meetings with various legislators during the WV legislative session.	2, 4
2	Rob Alsop		VP for Legal Services	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: 2/15/17

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>2/15/17</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014