

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Boy Scouts dinner in Parkersburg
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): PKB
4. Destination address: PKB airport

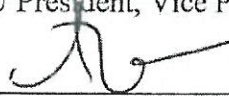
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	3/2/2017	MGW		PKB
2	3/2/2017	PKB		MGW
3				
4				

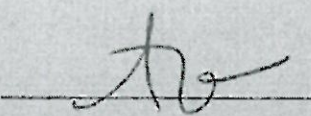
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	At the request of the President and CEO of the Camden Clark Medical Center, President Gee will give the keynote address the Boy Scouts Dinner in Parkersburg, WV. President Gee will speak to the group on the importance of scouting, particularly in WV and with WVU's partnership with the Summit Bechtel. President Gee is on the National Boy Scouts of America Board.	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: 3/1/17

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>3/1/17</u>
Printed name: <u>Amy Garbrick</u>	Updated: <u>12/29/2014</u>