

West Virginia University Airplane Reservation Form

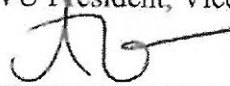
1. General business purpose for trip: Meet with WV legislators during the legislative session
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: CRW airport

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	3/6/2017	MGW		CRW
2	3/6/2017	CRW		MGW
3				
4				

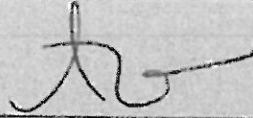
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee will meet with various legislators on issues that affect WVU and WV during the 2017 legislative session.	2, 4

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: 3/3/17

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 3/3/17
 Printed name: Amy Garbrick Updated: 12/29/2014