

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Royal University for Women
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): IAD to MGW
4. Destination address: IAD to MGW

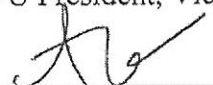
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	4/9/2017	MGW		IAD
2	4/9/2017	IAD		MGW

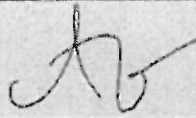
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Robin Yorty		Liaison to the President/Donor relations	President's Office	Transportation for official delegation from the Royal University for Women for highest level meetings with president, provost, deans and VPs for the purpose of progressing agreements between our two institutions. Robin met the group at the airport/Dulles to bring them to Morgantown.	4
2	AYSHA MURAD ALI NASEEB		official delegation from the Royal University for Women	President's Office		
3	FSSA MOHAMED YUSUF NAJIBI					
4	MAHA BAKR BIN BAKR					
5	MAZIN MA JUMA'AH					
6	MONA SURI					
7	DR EMIAL AL-MUTAIRE					

5. Lead passenger name / cell number: Robin Yorty

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: 4/7/17

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>4/7/17</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014