

**West Virginia University Airplane Reservation Form**

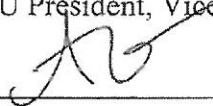
1. General business purpose for trip: High school visit, media visits
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): MRB
4. Destination address: MRB airport

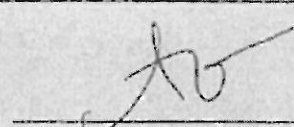
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	4/6/2017	MGW	8am	MRB
2	4/6/2017	MRB	4:30pm	MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee/passengers will visit with students (talk about WVU, answer questions about admission, etc.) at Martinsburg High School, the WVU Berkeley County Extension office, the Martinsburg Journal Editorial Board and film a taping for "Sunday Newsmaker" show with WHAG-TV.	4
2	Kate Bolyard		WVU student from Martinsburg	President's Office		4
3	Ken Blemings		Honors College Dean	Provost/Academic Affairs		4
4	John Bolt		UR/News Director	University Relations		4
5	Joyce McConnell		Provost	Provost/Academic Affairs	Provost McConnell attended WVU Day at Shepherd University, the inaugural Shepherd University Graduate Studies Information Day featuring Masters and Doctoral programs from West Virginia University. She provided opening remarks along with Shepherd University President Dr. Mary Hendrix.	3

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: \_\_\_\_\_
- Signature of WVU President, Vice President, Chancellor or designee: \_\_\_\_\_

 Printed: Amy Garbrick Date: 4/5/17

For internal use:	
8. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>4/5/17</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014