

West Virginia University Airplane Reservation Form

1. General business purpose for trip: iBelieve Foundation awards ceremony
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Columbus, OH
4. Destination address: Columbus, OH

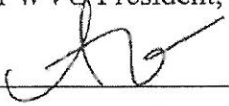
| Leg: | Trip date: | Departure City: | Departure Time: | Arrival City: |
|------|------------|-----------------|-----------------|---------------|
| 1 | 4/21/2017 | MGW | 4:30pm | CMH |
| 2 | 4/21/2017 | CMH | 9:00pm | MGW |
| 3 | | | | |
| 4 | | | | |

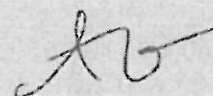
| | Name | Cell number | Department | VP Division | Business Justification | Code |
|---|------------|-------------|---------------|--------------------|---|------|
| 1 | Gordon Gee | | WVU President | President's Office | President Gee will be presented with the iLEAD Lifetime Achievement Award by the iBelieve Foundation. The iBelieve Foundation works with students in over 50 high schools throughout Ohio, Pennsylvania, West Virginia, and Kentucky, to increase the college-going rate of Appalachian students, which is historically much lower than in other parts of the U.S. The iBELIEVE Foundation hopes to retain these students in local communities following their graduation from college. | 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: 4/20/17

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| For internal use: | |
| 9. Approved by WVU President's Office: <u></u> | Date sent to LJ Aviation: <u>4/20/17</u> |
| Printed name: <u>Amy Garbrick</u> | Updated: <u>12/29/2014</u> |