

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Greater Kanawha Foundation speaker and donor relations
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: CRW

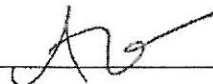
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	4/18/2017	MGW		CRW
2	4/18/2017	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Keynote speaker at the Greater Kanawha Valley Foundation about the role of WVU in the revitalization of southern WV. Will also have a donor relations meeting in Charleston, WV.	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:

X  Printed: Amy Garbrick Date: 4/17/17

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 4/17/17

Printed name: Amy Garbrick

Updated: 12/29/2014