

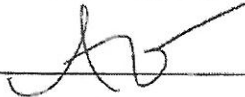
West Virginia University Airplane Reservation Form

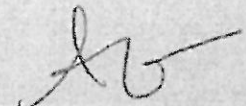
1. General business purpose for trip: Attend a press conference at the WV State Capitol at the request of Governor Justice.
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: CRW

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	4/13/2017	MGW		CRW
2	4/13/2017	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Attend a press conference at the WV State Capitol at the request of Governor Justice.	2
2	Rob Alsop		WVU Legal Services VP	Legal Services		
3	Travis Mollohan		WVU Legal Services/State relations	Legal Services		
4	Clay Marsh		WVU HSC VP/Exec Dean	HSC		

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: 4/13/17

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>4/13/17</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014