

West Virginia University Airplane Reservation Form

1. General business purpose for trip: WV 2017 County tour- Kanawha County
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	5/1/2017	MGW		CRW
2	5/1/2017	CRW		MGW
3				
4				

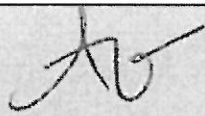
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	As part of the WVU Gee County Tour 2017, travelers visited the State Journal for media interview, met with a WVU recruiter in Charleston ahead of speaking to students and staff at St. Albans High School, George Washington High School and Herbert Hoover High School	3, 4
2	Ken Blemings		WVU Honors Dean	Academic Affairs		
3	Ann Berry		WVU AVP UR	University Relations		
4	Sharon Martin		VP UR	University Relations		
5	John Bolt		WVU UR Director of News	University Relations		
6	Corey Farris		WVU Dean of Students	Academic Affairs		
7						

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: 4/28/17

For internal use:		
9. Approved by WVU President's Office:		Date sent to LJ Aviation: <u>4/28/17</u>
Printed name: <u>Amy Garbrick</u>		Updated: 12/29/2014