West Virginia University Airplane Reservation Form

1. General business purpose for trip: WV County Tour 2017- Kanawha County 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	5/8/2017	MGW		CRW
2	5/9/2017	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Keynote speaker to Charleston Rotary lunch, speak to students and staff at Hurricane High School, donor relations meeting in Huntington, WV, dinner meeting with WV legislator, speak at Multi-state Conference of the WV Family Nutrition Program, speak to students and staff at Charleston Catholic High School.	3, 4
2	Ann Berry		AVP UR	UR		3, 4
3	Mike Shaw		WVU Foundation	President's Office		3, 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.
   X___ I prefer to have LJ Aviation set up ground transportation. Details: _____
7. Catering:
   _X_ No catering required.
   ___ Catering is required. Details: _____
8. Signature of WVU President, Vice President, Chancellor or designee:

   X _____ Printed: Amy Garbrick Date: 5/5/17

For internal use:

9. Approved by WVU President's Office: _____ Date sent to LJ Aviation: 5/5/17

Printed name: Amy Garbrick

Updated: 12/29/2014