

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Boy Scouts of America Board Meeting; Donor relations
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Orlando and Sarasota
4. Destination address: Orlando and Sarasota airports

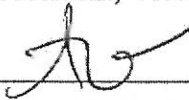
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	5/23/17	MGW		Orlando
2	5/25/17	Orlando		Sarasota
3	5/25/17	Sarasota		MGW
4				


	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Boy Scouts of America Board Meeting; Donor relations in Sarasota	4
2	Greg Corio	<i>legyl</i>	WVU Exec Director of Adventure WV	Student Life		4

5. Lead passenger name <sup>*only*</sup> 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: 5/22/17

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>5/22/17</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014