

West Virginia University Airplane Reservation Form

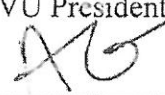
1. General business purpose for trip: McKinsey meeting in Charleston, Keynote at the Law School Admission Council in Palm Springs, Big 12 meeting in Dallas
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW, Palm Springs, CA, Dallas, TX, MGW
4. Destination address: various


Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	5/30/2017	MGW		CRW
2	5/30/2017	CRW		Palm Springs, CA
3	5/31/2017	Palm Springs, CA		Dallas, TX
4	6/2/2017	Dallas		MGW

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	On May 30, President Gee, Javier Reyes and Rob Alsop will travel from MGW to Charleston, WV for a meeting regarding the WVU/McKinsey Project. From there, President Gee will travel to Palm Springs, CA to give the keynote address to the Law School Admission Council (200 Senior Law School Admission Professionals) on leadership and strategy. From there, he will travel to Dallas, TX to participate in the Big 12 Board of Directors meeting and other associated meetings/ events.	4
2	Rob Alsop		VP Legal Services	Legal Services		
3	Javier Reyes		Dean, WVU College of Business and Economics	Academic Affairs		

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: 5.28.17

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>5.28.17</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014