

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Meeting related to the Ohio State University Center for Higher Education Enterprise as well as WVU faculty recruitment meeting _____
2. Department contact/ phone number: Amy 3-8763 _____
3. Destination airport (if known): CMH _____
4. Destination address: CMH airport _____

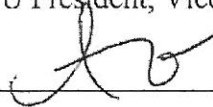
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	5/17/2017	MGW		CRW
2	5/18/2017	CRW		MGW
3				
4				

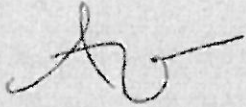
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	1. Meeting with the director of the OSU Center for Higher Education Enterprise, 2. Participated in a meeting about the McKinsey project with key stakeholders, 3. WVU faculty recruitment meeting	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.
 - 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: 5/16/17

For internal use:
9. Approved by WVU President's Office:  Date sent to LJ Aviation: 5/16/17
Printed name: Amy Garbrick Updated: 12/29/2014