

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 _____

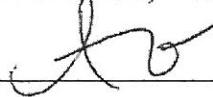
| Leg: | Trip date: | Departure City: | Departure Time: | Arrival City: |
|------|------------|-----------------|-----------------|---------------|
| 1 | 5/17/2017 | MGW | | CRW |
| 2 | 5/18/2017 | CRW | | MGW |
| 3 | | | | |
| 4 | | | | |

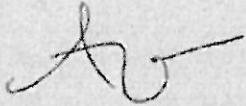
| | Name | Cell number | Department | VP Division | Business Justification | Code |
|---|------------|-------------|---------------|--------------------|---|------|
| 1 | Gordon Gee | | WVU President | President's Office | 1. Meeting with the director of the OSU Center for Higher Education Enterprise, 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 |