

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Gee WV county tour – 2017. McDowell County
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Beckley, WV
4. Destination address: BKW airport


Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	6/8/2017	MGW		BKW
2	6/8/2017	BKW		MGW
3				
4				

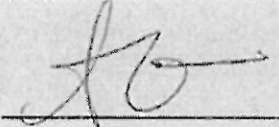
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Passengers traveled to McDowell County in southern WV to provide a soccer camp and promote the Health Sciences & Technology Academy—a program to increase the number of underrepresented students in WV pursue degrees in health sciences and science, technology, engineering, and mathematics (STEM) majors, thereby increasing the number of health practitioners and advocates in the medically underserved communities of WV. The group also met with local leaders of the area.	3, 4
2	Sharon Martin		VP UR	UR		
3	Clay Marsh	Leg 1 only	VP HSC and Exec Dean	HSC		
4	Steve Bonanno		Director- WVU Extension	Academic Affairs		
5	Nikki Izzo Brown		WVU head women's soccer coach	Athletics		
6	Blake Humphrey		WVU SGA President	President's Office		
7	Ann Berry		AVP UR	UR		

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:

 Printed: Amy Garbrick Date: 6.7.17

For internal use.	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>6.7.17</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014