

**West Virginia University Airplane Reservation Form**

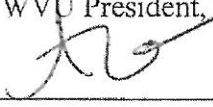
1. General business purpose for trip: Meetings regarding two separate books being written on higher education leadership and land grant institutions. \_\_\_\_\_
2. Department contact/ phone number: Amy 3-8763 \_\_\_\_\_
3. Destination airport (if known): CMH \_\_\_\_\_
4. Destination address: CMH airport \_\_\_\_\_

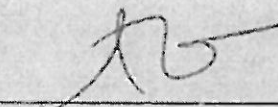
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	6/9/2017	MGW		CMH
2	6/10/2017	CMH		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Meeting with OSU faculty member regarding a book he is writing on E. Gordon Gee's leadership in higher education. Also meeting with co-author (with President Gee) of book being written on land-grant institutions.	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: 6-8-17

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: 6-8-17
Printed name: Amy Garbrick	Updated: 12/29/2014