

West Virginia University Airplane Reservation Form

1. General business purpose for trip: McKinsey project meeting
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: CRW airport

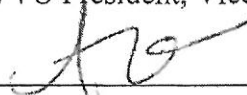
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	6/13/2017	MGW		CRW
2	6/13/2017	CRW		MGW
3				
4				

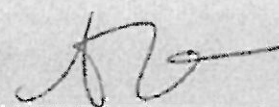
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Meeting at the Governor's office regarding the WVU/State of WV/ McKinsey project. WVU is working with the McKinsey Global Institute on an overall assessment of the state of WV.	4
2	Rob Alsop		VP Legal Services	Legal Services		
3	Ann Berry		AVP UR	University Relations		
4	Allison Eckman		AmeriCorps VISTA with WVU's Center for Big Ideas and the Land Use and Sustainable Development Law Clinic	President's Office		

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: 6-12-17

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