

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Meeting with legislators regarding state budget
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: CRW airport

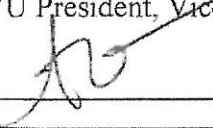
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	6/15/2017	MGW		CRW
2	6/15/2017	CRW		MGW
3				
4				


	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Meeting with legislators and state leaders in Charleston, WV regarding the state budget and its impact on WVU.	2
2	Rob Alsop	Leg 1 only	VP Legal Services	Legal Services		2

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: 6.14.17

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>6.14.17</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014