

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Various below
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Nashville
4. Destination address: Nashville airport

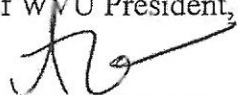
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	11/10/2017	MGW		Nashville
2	11/12/2017	Nashville		MGW
3				
4				

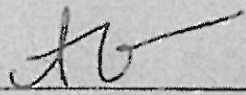
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Cultivation/ engagement meeting at presidential level to re-engage a successful WVU Engineering alum. Meeting with Vanderbilt University president to discuss challenges and possible solutions facing higher education. Meeting with Vanderbilt College of Law faculty member who has lifelong relationships in the Middle East and is a trusted advisor on issues relating to higher education in that region of the world.	4
2	Laurie Erickson		WVU First Lady	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: 11-9-17

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>11-9-17</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014