

**West Virginia University Airplane Reservation Form**

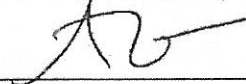
1. General business purpose for trip: Big 12 Board of Directors meeting
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Dallas DFW
4. Destination address: Dallas DFW airport

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	11/5/2017	MGW		DFW
2	11/6/2017	DFW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Participate in the Big 12 Board of Directors meeting. President Gee is the chairman of this Board.	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:

 Printed: Amy Garbrick Date: 11-3-17

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 11-3-17

Printed name: Amy Garbrick

Updated: 12/29/2014