

West Virginia University Airplane Reservation Form

1. General business purpose for trip: second annual West Virginia Legislators' Forum on Education and the Economy
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: CRW airport

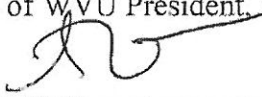
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	11/1/2017	MGW		CRW
2	11/1/2017	CRW		MGW
3				
4				

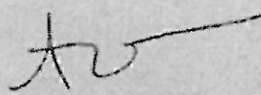
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Using <u>West Virginia Forward</u> as a lens, policy experts, corporate leaders and educational practitioners will discuss the state's economic opportunities and challenges and the need to nurture the talent pipeline through the diversification of workforce development.	4
2	Joyce McConnell		WVU Provost and VP for AA	Academic Affairs	<p>The second annual West Virginia Legislators' Forum on Education and the Economy will be held in Charleston, with an aim to engage legislators on how best to address the current landscape of public education in West Virginia. The Nov. 2 conference is hosted by the West Virginia Public Education Collaborative and sponsored by <u>West Virginia University</u>, Claude Worthington Benedum Foundation and numerous community partners.</p> <p>The target audience for this event is: State legislators and policymakers Educators and administrators Corporate/Business community Entrepreneurs and innovators WVU Community</p> <p>President Gee will be the keynote speaker for this event.</p>	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: 10/31/17

For internal use:
9. Approved by WVU President's Office:  Date sent to LJ Aviation: 10/31/17
Printed name: Amy Garbrick Updated: 12/29/2014