

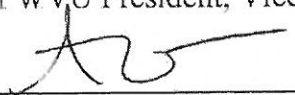
West Virginia University Airplane Reservation Form

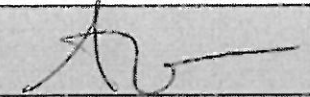
1. General business purpose for trip: Committee for Economic Development (CED)'s 2017 Fall Policy Conference
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): IAD
4. Destination address: IAD airport

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	11/15/2017	MGW		IAD
2	11/15/2017	IAD		MGW

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee spoke at the Committee for Economic Development (CED)'s 2017 Fall Policy Conference. The event convened national thought leaders from the business, policy and academic sectors. Attendees heard insights on issues at the forefront of U.S. economic, educational and political priorities. President Gee participated in a podcast with the CED senior vice president prior to the event as well as met with members of the WV Congressional Delegation in the Russell Senate Office Building following the event. Rob Alsop participated in the US Congressional delegation meetings with President Gee. Mary Ditmore returned to WVU following the Association of Public Land Grant Universities annual meeting.	2, 3, 4
2	Mary Ditmore		Federal Research Relations	WVU Research		
3	Rob Alsop		Strategic Initiatives	Strategic Initiatives		

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: 11-14-17

9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>11-14-17</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014