

West Virginia University Airplane Reservation Form

1. General business purpose for trip: WV Forward Presentation to Opportunity WV
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW airport
4. Destination address: CRW airport

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	11/7/2017	MGW		CRW
2	11/7/2017	CRW		MGW
3				
4				

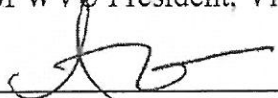
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Keynote speaker to Opportunity WV. Opportunity WV is a group of business leaders which promotes diversity, inclusion and economic opportunities on the state level. President Gee will present on WV Forward.	4
2	Travis Mollohan		State and Government Relations	Strategic Initiatives		4
3	Rocco Fucillo		State and Government Relations	Strategic Initiatives		4

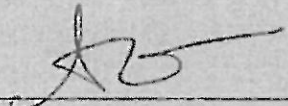
5. Lead passenger name / cell number: Gee- on file

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: 11-6-17

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>11-6-17</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014