

West Virginia University Airplane Reservation Form

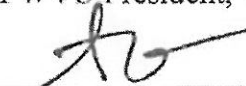
1. General business purpose for trip: Meetings with legislators at the State Capitol during legislative session
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: CRW airport

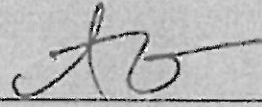
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	2/8/2018	MGW		CRW
2	2/8/2018	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Meetings with legislators at the State Capitol during legislative session	2
2	Rob Alsop		WVU VP for Strategic Initiatives	VP for Strategic Initiatives		2
3	Rocco Fuccilo		State and Local Relations	VP for Strategic Initiatives		2

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: 2-7-18

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>2-7-18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014