

**West Virginia University Airplane Reservation Form**

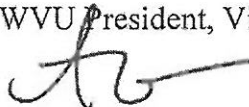
1. General business purpose for trip: Inside Higher Ed and Gallup event in Washington, DC
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): IAD
4. Destination address: IAD airport

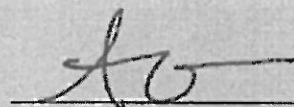
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	2/15/2018	MGW		IAD
2	2/15/2018	IAD		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Fight for President Gee and Sharon Martin, Vice President for University Relations, from MGW to Dulles airport, then to the Gallup World Headquarters in Washington, DC (and return). President Gee spoke at an Inside Higher Ed event (in partnership with Gallup) that brought together higher education leaders and influencers to discuss big issues facing higher education. The title of his speech was "Higher Ed in an Era of Heightened Skepticism."	2
2	Sharon Martin		VP UR	University Relations		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: 2-14-18

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>2-14-18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014