

West Virginia University Airplane Reservation Form

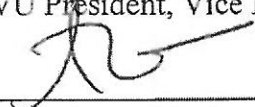
1. General business purpose for trip: See below
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CMH airport
4. Destination address: CMH airport

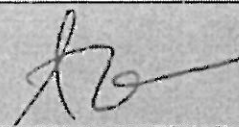
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	3/7/2018	MGW		CMH
2	3/8/2018	CMH		MGW

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	To meet with an ophthalmologist recruit for WVU Medicine as well as a meeting with Columbus 20/20 regarding regional energy development. Additionally, Dr. Gee will meet with Dr. John Campo to regarding his transition to the WVU Rockefeller Neuroscience Institute.	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: 3.6.18

For internal use:		
9. Approved by WVU President's Office:	<u></u>	Date sent to LJ Aviation: <u>3.6.18</u>
Printed name: <u>Amy Garbrick</u>		Updated: 12/29/2014