

West Virginia University Airplane Reservation Form

1. General business purpose for trip: 2018 Institute of International Education (IIE) Andrew Heiskell Awards
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): NYC / Teterboro airport
4. Destination address: Teterboro airport

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	3/16/2018	MGW		TEB
2	3/19/2018	TEB		MGW
3				
4				

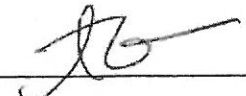
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee and Provost McConnell will attend the 2018 Institute of International Education (IIE) Andrew Heiskell Awards event in which WVU and the Royal University for Women will receive the award for International Partnerships. This award recognizes strategic, comprehensive and innovative international partnership efforts. They will also have donor relations meetings in NYC, including an alum/ WVU Foundation Board member.	4
2	Joyce McConnell		Provost and VP for Academic Affairs	Academic Affairs		4

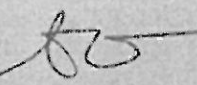
5. Lead passenger name / cell number: Gee- on file

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: 3-15-18

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>3-15-18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014