

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Meeting with Congressman Ro Khanna at WVU's Beckley campus
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): BKW, CRW
4. Destination address: BKW, CRW

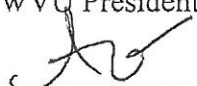
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	4/23/2018	MGW		BKW
2	4/23/2018	BKW		CRW
3	4/23/2018	CRW		MGW
4	4/24/2018	CRW		MGW

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee	leg 1, 2, 4	WVU President	President's Office	President Gee is hosting Congressman Ro Khanna, who represents Silicon Valley in CA, at our new WVU Tech campus in Beckley to provide him an overview of WVU's collective efforts to move WV forward and for an exchange of ideas on further economic prosperity throughout the state. From BKW, President Gee will travel to CRW to attend the annual WVU Mountaineer Athletic Club Charleston Scholarship Dinner. On April 24, President Gee and Ann Berry will travel from CRW to Pinch Elementary to speak to students and faculty, followed by a meeting with a local businessman in the Charleston area (accompanied by other WVU staff).	4, 5
2	Joyce McConnell	leg 1, 2, 3	WVU Provost and VP for AA	AA		
3	Matt Harbaugh	leg 1, 2, 3	AVP for Transformation	WVU Research		
4	Gene Cilento	leg 1, 2, 3	WVU Dean for College of Engineering	AA		
5	Jack Thompson	leg 1, 2, 3	WVU Corporate Relations	WVU Research		
6	April Kaul	leg 1, 2, 3	WVU Director of News	WVU UR		
7	Ann Berry	leg 4 only	WVU UR AVP	UR		


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: 4.20.18

For internal use:

9. Approved by WVU President's Office: 

Date sent to LJ Aviation: 4.20.18

Printed name: Amy Garbrick

Updated: 12/29/2014