

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Press conference at the WV State Capitol
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 | 2-5-2018 | MGW | | CRW |
| 2 | 2-5-2018 | CRW | | MGW |
| 3 | | | | |
| 4 | | | | |

| | Name | Cell number | Department | VP Division | Business Justification | Code |
|---|----------------|-------------|--------------------|--------------------|---|------|
| 1 | Gordon Gee | | WVU President | President's Office | Gov. Jim Justice will conduct a press conference, Monday, February 5, 2018, to introduce the DHHR's new Director of Drug Control Policy and to announce a partnership between the DHHR and West Virginia University on a new pilot program aimed at addressing the state's drug crisis. | 2 |
| 2 | Clay Marsh | | VP Health Sciences | HSC | | 2 |
| 3 | Blake Humphrey | | SGA President | President's Office | Blake traveled to meet with members of the Legislature to discuss House Concurrent Resolution 41, Establishing the Virtual Library Study Commission to conduct a study regarding development of a statewide virtual library and to submit a written report of findings and recommendations to the House Education Committee and the Senate Education Committee not later than March 1, 2019. During his time in Charleston, he met with members, legal counsel, education-related stakeholders and others to discuss this resolution, open textbooks and educational resources. | 2 |

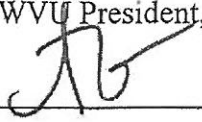
5. Lead passenger name / cell number: Gee- on file

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:

X



Printed: Amy Garbrick

Date:

2-2-18

For internal use:

9. Approved by WVU President's Office:



Date sent to LJ Aviation:

2-2-18

Printed name: Amy Garbrick

Updated: 12/29/2014