

West Virginia University Airplane Reservation Form

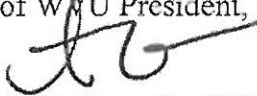
1. General business purpose for trip: Keynote speaker at the WV School Board Association Winter Conference
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: CRW airport


Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	2/16/2018	MGW		CRW
2	2/16/218	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee will give the keynote address to the WVSBA's Winter Conference. The theme is "Dynamics of Change: Institutional Integrity, Institutional Vitality, Institutional Resolve"	3

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: 2.15.18

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>2.15.18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014