

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Keynote at Education Elevators 10th Anniversary Gala
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: CRW airport

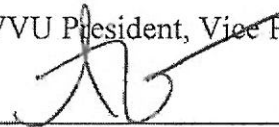
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	3/1/2018	MGW		CRW
2	3/1/2018	CRW		MGW

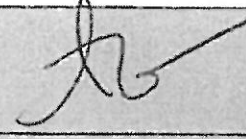
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	"Education Elevators- Helping Kids Take Flight" is partnership between businesses, schools and employees in which employees are matched with recommended students based on common interests, and who would benefit from one-on-one interaction. The employees serve as role models to the students meeting with them weekly during school hours. President Gee is the keynote speaker for the 10 th Annual Gala event benefiting this organization. While at the event, President Gee will interact with State and local officials regarding the importance of education.	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: 2.28.18

For internal use:	
9. Approved by WVU President's Office:	 Date sent to LJ Aviation: <u>2.28.18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014