

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Deloitte's Center for Higher Education Excellence panel
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): IAD
4. Destination address: IAD

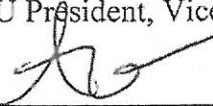
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	3/12/2018	MGW		IAD
2	3/13/2018	IAD		MGW
3				
4				


	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee will serve as a panelist for: Public Higher Education Crossroads (sponsored by Deloitte's Center for Higher Education Excellence). Deloitte's Center for Higher Education Excellence focuses on groundbreaking research to help colleges and universities navigate these challenges and reimagine how they achieve innovation in every aspect of the future college campus: Teaching, learning, and research. He will also participate in a national media interview as well as a Podcast with Jeff Selingo and Michael Horn. The "Future U" Podcast focuses on higher education and the future of colleges, learning and human capital.	3, 4
2	John Bolt		University Relations, Director of News	University Relations		3, 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: 3.9.18

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>3.9.18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014