

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Keynote speaker to a Higher Education Leadership Class at GWU
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): IAD
4. Destination address: IAD airport

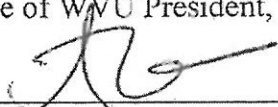
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	3/28/2018	MGW		IAD
2				
3				
4				

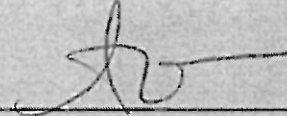
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee will speak on leadership in higher education to a class at George Washington University titled: Leading Higher Education. The course explores the changing nature of presidencies in higher education. He will also meet with the co-editors of the book being written on E. Gordon Gee leadership in higher education.	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: 3.27.18

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>3.27.18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014