

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Visit to WVU Tech/Beckley campus
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): _____
4. Destination address: _____

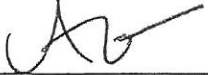
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	4/5/2018	MGW		BKW
2	4/5/2018	BKW		MGW
3				
4				

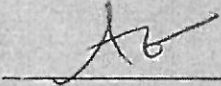
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee will meet with WVU Tech classified staff, WVU Tech students and faculty. These meetings are similar to the ones he holds on WVU's main campus regularly with classified staff, students and faculty.	5

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: 4-4-18

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>4-4-18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014