

West Virginia University Airplane Reservation Form

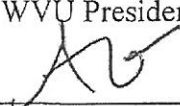
1. General business purpose for trip: Multiple speaking engagements
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): LWB
4. Destination address: LWB

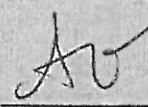
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	4/8/2018	MGW		LWB
2	4/9/2018	LWB		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee will speak at the WV State Bar Association Annual meeting as well as to the Lewisburg Rotary. He will also meet with a state official while in Lewisburg.	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: 4-6-18

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>4-6-18</u>
Printed name: <u>Amy Garbrick</u>	Updated 12/29/2014