

**West Virginia University Airplane Reservation Form**


1. General business purpose for trip: Recruiting/ Yield Tour
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW and Huntington airports
4. Destination address: various

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

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Recruiting/ Speak to students at Nitro High School, South Charleston High School, Gee will provide keynote speech at the Jackson County Boy Scouts Dinner, speak to students at Capital Senior High School, media interview at the Huntington Dispatch, speak to students at Huntington High School.	3, 4, 6
2	Ken Blemings		WVU Honors College Dean	Academic Affairs		
3	Ann Berry		WVU UR AVP	UR		
4	Meshea Poore		WVU VP Diversity	DDEI		
5	Savannah Lusk		WVU student	President's Office		

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: 4.11.18

For internal use.

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 4.11.18

Printed name: Amy Garbrick

Updated: 12/29/2014