

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Various- National level meetings (See below)
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): IAD
4. Destination address: IAD airport

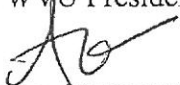
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	4/30/18	MGW		IAD
2	4/30/18	IAD		MGW
3				
4				

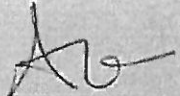
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	1. Committee for Economic Development (CED) Congressional staff briefing on Capitol Hill on how to build a post-secondary education for the 21st century through the reauthorization of the Higher Education Act (HEA); 2. National media interview with POLITICO; 3. meeting with Sylvia Mathews Burwell, former US Secretary of Health and Human Services and current President of American University	3, 4
2	John Bolt		WVU News Director	WVU UR		

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: 4.27.18

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>4.27.18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014