

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Attend Big 12 Board of Directors meeting
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): DFW
4. Destination address: DFW

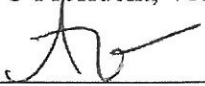
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	5/30/2018	MGW		Dallas
2	6/1/2018	Dallas		MGW
3				
4				

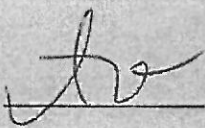
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Represent WVU at the Big 12 Board of Directors meeting and events in Dallas, TX. The events specifically include spouses of University presidents.	3, 4
2	Laurie Erickson		WVU First Lady	President's Office		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:

X  Printed: Amy Garbrick Date: 5.29.18

For internal use.	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>5.29.18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014