

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Recruiting/high school visit and request from Governor's Office
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW  
CRW
4. Destination address: CRW


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

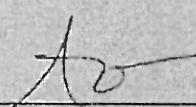
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee will speak to students at an academic assembly at George Washington High School/ recruiting. Other passengers will accompany him to this event. While in Charleston, passengers will also attend a meeting at the request of Governor Justice regarding agriculture issues in the state.	2, 4
2	Rob Alsop		VP Strategic Initiatives	Strategic Initiatives		2, 4
3	Javier Reyes		Dean, B&E	Academic Affairs		2, 4
4	Ann Berry		University Relations AVP	UR		2, 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: 5-2-18

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>5-2-18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014