

West Virginia University Airplane Reservation Form

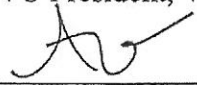
1. General business purpose for trip: Recruiting/ WVU Medicine
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CMH
4. Destination address: CMH


Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	5/16/2018	MGW		CMH
2	5/17/2018	CMH		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Travel to Columbus, OH to continue recruiting efforts for WVU Medicine. President Gee will also attend a Meeting with Steve Gavazzi, professor at OSU Mansfield, regarding a book he is co-authoring with President Gee on land-grant institutions.	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: 5-15-18

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>5-15-18</u>
Printed name: <u>Amy Garbrick</u>	Updated 12/29/2014