

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Various meetings-see below
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): PWK, MDW
4. Destination address: PWK, MDW airports

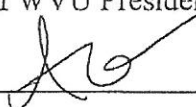
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	6/22/2018	MGW		PWK (Chicago)
2	6/25/2018	MDW (Chicago, Midway)		MGW
3				
4				

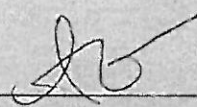
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Meeting with Big 10 Commissioner Jim Delany. As President Gee is the Chair of the Big 12 Conference, the two will meet to discuss the current college athletics landscape. Meeting with WVU donors to engage them in WV Forward. Meeting with Higher Learning Commission President Barbara Gellman-Danley to discuss higher education initiatives.	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: 6-21-18

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>6-21-18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014