

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Donor relations meeting in Boston
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Boston/Logan
4. Destination address: Boston/Logan


Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	6/18/2018	MGW		Boston Logan
2	6/18/2018	Boston Logan		MGW
3				
4				

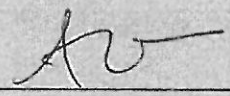
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Donor relations meeting in Boston	4
2	BJ Davisson		WVU Foundation	WVU Foundation Chief Development Officer		4

1. Lead passenger name / cell number: Gee- on file
2. 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: _____

3. Catering:
 - No catering required.
 - Catering is required. Details: _____

4. Signature of WVU President, Vice President, Chancellor or designee:

 Printed: Amy Garbrick Date: 6-15-18

For internal use:	
5. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>6-15-18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014