

West Virginia University Airplane Reservation Form

1. General business purpose for trip: National 4-H Council Board meeting
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Minneapolis
4. Destination address: Minneapolis airport, then Graduate Hotel

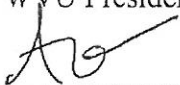
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	6/19/2018	MGW		Minneapolis
2	6/20/2018	Minneapolis		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee and Steve Bonanno traveled to Minneapolis, MN to attend the National 4-H Council Board meeting. President Gee is a member of the National 4-H Council Board of Trustees.	4
2	Steve Bonanno- leg 2 only		Director, Extension Service	Academic Affairs		

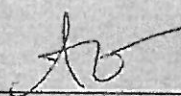
5. Lead passenger name / cell number: Gee- on file
6. Ground transportation:
 - No ground transportation required.
 - I prefer to set up my own ground transportation.
 - I prefer to have LJ Aviation set up ground transportation. Details: _____

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

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

X  Printed: Amy Garbrick Date: 6.18.18

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 6.18.18

Printed name: Amy Garbrick Updated: 12/29/2014