

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Represent WVU at the Steve Antoline Family Conservation Center and Trail ribbon-cutting event held at the Summit Bechtel Reserve Sportsman's Classic.
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): BKW
4. Destination address: BKW

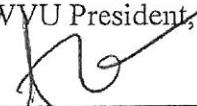
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	6/13/2018	MGW		BKW
2	6/13/2018	BKW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Represent WVU at the Steve Antoline Family Conservation Center and Trail ribbon-cutting event held at the Summit Bechtel Reserve Sportsman's Classic. President Gee spoke at the event and provided remarks on the WVU-Boy Scouts of America (BSA) partnership. The Antoline Family is a long-time WVU major supporter.	4

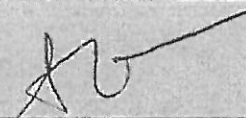
5. Lead passenger name / cell number: Gee- on file
6. Ground transportation:
 - No ground transportation required.
 - I prefer to set up my own ground transportation.
 - I prefer to have LJ Aviation set up ground transportation. Details: _____

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

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

X  Printed: Amy Garbrick Date: 6-12-18

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 6-12-18

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