

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Various meetings at the State Capitol—see below
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: CRW

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	6/6/2018	MGW		CRW
2	6/6/2018	CRW		MGW

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Meetings with the WV Governor as well as other state officials at the state capitol regarding higher education in the West Virginia. President Gee will also speak at "Moving West Virginia Forward: A Leadership Learning Exchange." This is a working dinner of the WV Public Education Collaborative. The WVPEC collaborative is working with the Federal Reserve to have an Emerging Issues Learning Exchange with thought leaders in WV and other states, i.e. NC and Georgia. This is in conjunction with the Hunt Institute.	2, 4
2	Travis Mollohan		WVU State Relations	Strategic Initiatives		2, 4
3	Ann Berry		AVP University Relations	University Relations		2, 4
4	Joyce McConnell		Provost and VP for Academic Affairs	Academic Affairs		2, 4
5	Rob Alsop-MGW to CRW only		VP Strategic Initiatives	Strategic Initiatives		2, 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: _____

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