

West Virginia University Airplane Reservation Form

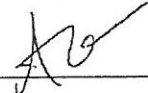
1. General business purpose for trip: Multiple meetings- see below
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CMH, LWB
4. Destination address: CMH, LWB airports

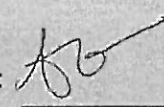
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	6/15/2018	MGW		CMH
2	6/15/2018	CMH		LWB
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Meetings in Columbus to 1. Discuss challenges facing higher education and Gee's experience as Chair of the Funding Commission while at Ohio State and 2. Meeting with President and CEO of the Ohio Business Roundtable regarding possible collaborations with the WV Business Roundtable. From Columbus, President Gee will travel to Lewisburg to attend a dinner with a major WVU donor.	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: 6-14-18

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>6-14-18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014