

West Virginia University Airplane Reservation Form


1. General business purpose for trip: Return travel—see below
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): MGW airport
4. Destination address: MGW airport

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	7/6/2018	LWB		MGW
2				
3				
4				

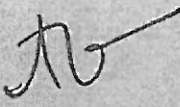
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee and Mrs. Erickson attended the Judicial Conference for the Fourth Circuit in Lewisburg. They also attended and hosted multiple donor relations meetings in Lewisburg.	4
2	Laurie Erickson		WVU First Lady	President's Office		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: 7-5-18

For internal use:

9. Approved by WVU President's Office  Date sent to LJ Aviation: 7-5-18

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