

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Judicial Conference for the Fourth Circuit and donor relations
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): LWB
4. Destination address: LWB airport

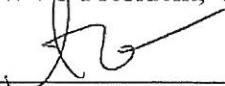
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	6/29/2018	MGW		LWB
2				
3				
4				

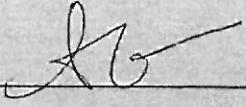
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Attend the Fourth Circuit Judicial Conference and multiple donor relations meetings and events.	4
2	Laurie Erickson		First Lady, WVU	President's Office		4

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: 6-28-18

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>6-28-18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014