

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Annual Meeting of the WV Bar Association speaking engagement
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): LWB, and HSP
4. Destination address: LWB and HSP airports

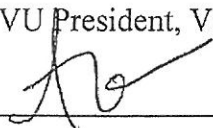
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	8/24/2018	MGW		LWB
2	8/25/2018	Hot Springs, VA		MGW
3				
4				

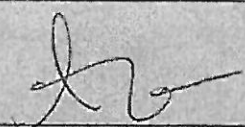
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Meeting on August 24 with potential WVU donors regarding the WVU Energy Institute. Speaking engagement on August 25 re: WV Forward at the Annual Meeting of the WV Bar Association as well as a meeting with the Marshall University President and his wife. President Gee and Mrs. Erickson traveled between the two destinations by car.	4
2	Laurie Erickson- leg 1 only		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: 8-23-18

For internal use.	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>8-23-18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014