

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Meeting between three West Virginia university presidents to discuss higher education in the state. _____
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	7/18/2018	MGW		CRW
2	7/18/2018	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Meeting between three West Virginia university presidents to discuss higher education in the state.	2

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:

 _____ Amy Garbrick Printed: Amy Garbrick Date: 7-17-18

For internal use:	
9. Approved by WVU President's Office _____ <u>Amy Garbrick</u>	Date sent to LJ Aviation: <u>7-17-18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014