

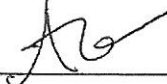
West Virginia University Airplane Reservation Form

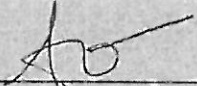
1. General business purpose for trip: Meeting with the Higher Education Policy Commission Chair and Vice Chair _____
2. _____
3. Department contact/ phone number: Amy 3-8763 _____
4. Destination airport (if known): CRW _____
5. Destination address: CRW _____

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	6/26/2018	MGW		CRW
2	6/26/2018	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Meeting with the HEPC Chair and Vice Chair	2

1. Lead passenger name / cell number: _____ Gee- on file _____
2. 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: _____
3. Catering:
 - No catering required.
 - Catering is required. Details: _____
4. Signature of WVU President, Vice President, Chancellor or designee:

X  Printed: Amy Garbrick Date: 6-25-18

For internal use:	
5. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>6-25-18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014