

West Virginia University Airplane Reservation Form

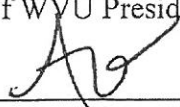
1. General business purpose for trip: Multiple meetings with Big 12 presidents and donor and alumni relations
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): OUN, HOU, AUS, DFW, MGW
4. Destination address: various

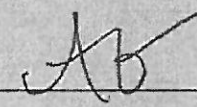
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	7/19/2018	MGW		Norman, Houston, Austin, Dallas
2	7/24/2018	DFW		MGW

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	7/19- meeting with OU president (Big 12 president) in Norman, OK 7/20- meeting with WVU donors in Houston, TX 7/21- meeting with members of the WVU Houston Lonestar Alumni Association chapter 7/22- meeting with WVU donors in Houston, TX 7/23- meeting with CEO of American Campus Communities as well as meeting with University of Texas president (Big 12 president) in Austin, TX. Meeting with leadership of both the Boy Scouts of America as well as National 4-H in Dallas, TX 7/24- meeting with Big 12 Commissioner, meeting with Texas Christian University Chancellor (Big 12) in Dallas	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: 7.18.18

For internal use:
9. Approved by WVU President's Office: <u></u> Date sent to LJ Aviation: <u>7.18.18</u>