

West Virginia University Airplane Reservation Form

General business purpose for trip: 2018 WV County Tour- Berkley and Jefferson Counties

Department contact/ phone number: Amy 3-8763

Destination airport (if known): MRB

Destination address: MRB

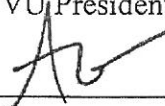
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	7/17/2018	MGW		MRB
2	7/17/2018	MRB		MGW
3				
4				

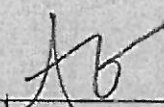
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	2018 WV County Tour- Berkley and Jefferson Counties. Visits with Shepherd University President, Shepherd University BOG Chair, WV Delegate Espinosa, media interview with Martinsburg Journal Editorial Board.	4
2	Ann Berry		AVP University Relations	University Relations		
3	John Bolt		Executive Director, WVU News	University Relations		
4	Travis Mollohan		State Relations	Strategic Initiatives		

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:
  Printed: Amy Garbrick Date: 7.14.18

For internal use:	
5. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation <u>7.16.18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014