

West Virginia University Airplane Reservation Form

1. General business purpose for trip: 2018 WV county tour- Raleigh, McDowell counties
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): BKW
4. Destination address: BKW

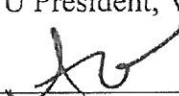
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	7/25/2018	MGW		BKW
2	7/25/2018	BKW		MGW
3				
4				

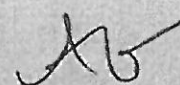
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	2018 WV county tour- Raleigh, McDowell counties. Tour Welch Elementary School Energy Express, speak at the McDowell County Commission on Aging community lunch, tour Welch Community Hospital, media interview with Beckley Register-Herald	3, 4
2	Ann Berry		AVP University Relations	University Relations		
3	Steve Bonanno		Director, Extension Service	Academic Affairs		
4	Travis Mollohan		State Relations	Strategic Initiatives		
5	Chris Cook		Program director, Thoracic Surgery Residency Program	WVU HSC		

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: 7.24.18

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>7.24.18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014