

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Travel to Charleston, WV for a meeting with a member of the WV House of Delegates, as well as a visit to the Charleston Westside
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: CRW airport

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	8/2/2018	MGW		CRW
2	8/2/2018	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Travel to Charleston, WV for a meeting with a member of the WV House of Delegates, as well as a visit to the Charleston Westside as part of WVU's initiative on economic development	4
2	Travis Mollohan		WVU Government and State Relations	Strategic Initiatives		4
3	Ann Berry		AVP for UR / Outreach	University Relations		4

5. Lead passenger name / cell number: Gee- on file

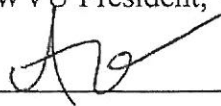
6. Ground transportation:
- No ground transportation required.
- I prefer to set up my own ground transportation.
- I prefer to have LJ Aviation set up ground transportation. Details: _____

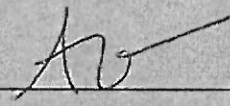
7. Catering:

No catering required.

Catering is required. Details: _____

8. Signature of WVU President, Vice President, Chancellor or designee:

X  Printed: Amy Garbrick Date: 8-1-18

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>8-1-18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014