

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Faculty recruiting and meeting with Ohio governor
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CMH
4. Destination address: CMH airport

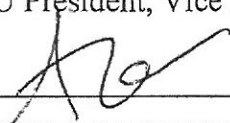
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	8/6/2018	MGW		CMH
2	8/6/2018	CMH		MGW
3				
4				


	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Recruitment meetings for WVU faculty. Additionally, President Gee will meet with the Governor of Ohio regarding the organization of higher education in the next decade. They also will discuss regional collaboration between Ohio and WV for economic development.	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: 8.3.18

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>8.3.18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014