

West Virginia University Airplane Reservation Form

General business purpose for trip: Passengers traveled to meetings with two rating agencies to defend WVU's current bond rating _____

1. Department contact/ phone number: Amy 3-8763 _____
2. Destination airport (if known): TEB _____
3. Destination address: TEB airport _____

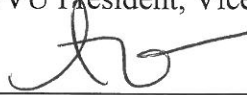
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	11/2/2018	MGW		TEB
2	11/2/2018	TEB		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Passengers traveled to meetings with two rating agencies to defend WVU's current bond rating.	4
2	Paula Congelio		WVU CFO	Strategic Initiatives		4
3	Rob Alsop		WVU VP Strategic Initiatives	Strategic Initiatives		4
4	Joyce McConnell		VP Academic Affairs	Academic Affairs		4
5	BJ Davisson		VP, WVU Foundation	WVU Foundation		4
6	Dave Alvarez		Vice-Chair, WVU Board of Governors	President's Office		4

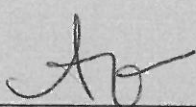
Lead passenger name / cell number: _____ Gee- on file _____

4. 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: _____

5. Catering:
 - No catering required.
 - Catering is required. Details: _____

6. Signature of WVU President, Vice President, Chancellor or designee:
  Printed: Amy Garbrick Date: 11-1-18

For internal use:

7. Approved by WVU President's Office:  Date sent to LJ Aviation: 11-1-18

Printed name: Amy Garbrick Updated: 12/29/2014