

**West Virginia University Airplane Reservation Form**

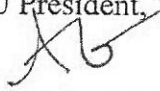
1. General business purpose for trip: Various meetings, see below
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): IAD
4. Destination address: IAD airport

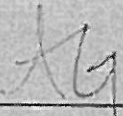
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	9/14/2018	MGW		IAD
2	9/16/2018	IAD		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	1. Meeting with Tom Menighan, executive vice president and CEO of the American Pharmacists Assn, and graduate of the WVU School of Pharmacy. This meeting is to share thoughts, ideas and concerns on the topic of the opioid overdose crisis in WV; 2. Meeting with members of the WVU NCAC Board; 3. Give a presentation on the book "Leading Colleges and Universities: Lessons from Higher Education Leaders." 4. Meeting with WVU Director of Federal and State Higher Education Initiatives	4

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: 9.13.18

For internal use:	
5. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>9.13.18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014