

West Virginia University Airplane Reservation Form

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

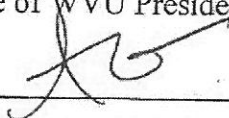
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	9-13-18	MGW		CRW
2	9-13-18	CRW		MGW
3				
4				

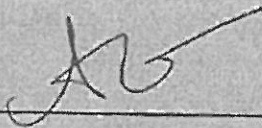
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	1. Meet with new WV House Speaker Roger Hanshaw; 2. Statewide media interview with the Charleston Gazette regarding the West Virginia Blue Ribbon Commission on Four-Year Higher Education. President Gee is one of three co-chairs of the commission.	3, 4
2	April Kaull Stolzenbach		University Relations/ News	UR		3, 4
3	Ann Berry		University Relations/ AVP	UR		3, 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:
  Printed: Amy Garbrick Date: 9.12.18

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>9.12.18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014