

West Virginia University Airplane Reservation Form

1. General business purpose for trip: 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	9/19/2018	MGW		CRW
2	9/19/2018	CRW		MGW

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	The <u>West Virginia University Davis College of Agriculture, Natural Resources and Design</u> and <u>WVU Extension Service</u> are working together to launch West Virginia P20, a pilot program that establishes an early college and STEM (Science, Technology, Education and Mathematics) academy in Boone County's Van School District. The goal of the program is to work with rural youth to help them prepare for, attend and ultimately graduate from high school with an associate's degree and go on to a four-year institution to earn a bachelor's degree. At the same time, they will be developing work-force ready students in the fields of agriculture, forestry and natural resources. A kickoff event will be held from 10 a.m. to 1 p.m. Wed. (Sept. 19) at Van Junior/Senior High School in Van.	6
2	Ann Berry		AVP UR	UR		6
3	Travis Mollohan		State and Government Relations	Strategic Initiatives		6
4	Trevor Kiess		WVU Mountaineer Mascot	President's Office		6
5	Keith Bailey		Dean, Online Learning and Continuing Professional Education	Academic Affairs		6
6	Rocky Goodwin – return leg only		SR ASSOC VP FOR ACADEMIC AND PUBLIC STRATEGY	Academic Affairs		6

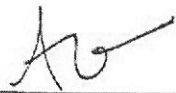
5. Lead passenger name / cell number: _____ Gee- on file

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: 9-18-18

For internal use:

9. Approved by WVU President's Office:



Date sent to LJ Aviation:

9-18-18

Printed name: Amy Garbrick

Updated: 12/29/2014