


West Virginia University Airplane Reservation Form

1. General business purpose for trip: Meeting with CA Congressman Ro Khanna
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	10/1/2018	MGW		IAD
2	10/1/2018	IAD		MGW
3				
4				

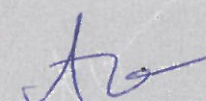
Leg	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	This meeting is a follow-up to Congressman Khanna's visit to WVU Tech's campus in Beckley, WV in January 2018. That visit was to provide the congressman with an overview of WVU's collective efforts to move WV forward and for an exchange of ideas on further spurring economic prosperity throughout the state.	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: 9.28.18

For internal use:

9. Approved by WVU President's Office: 
 Printed name: Amy Garbrick

Date sent to LJ Aviation: 9.28.18
 Updated: 12/29/2014