

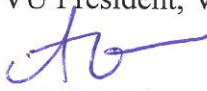
West Virginia University Airplane Reservation Form

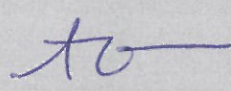
1. General business purpose for trip: WV Forward
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: CRW

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	10/4/2018	MGW		CRW
2	10/4/2018	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	WV Forward Capital Formation Discussion with state and regional business leaders, investors and lenders. President Gee, Marshall University President Gilbert and Richmond Fed President Tom Barkin will all speak at this event. While in Charleston, President Gee will also meet with Kanawha County Commissioner Kent Carper and Speaker Roger Hanshaw.	2, 3,4
2	Rob Alsop		VP Strategic Initiatives	VP Strategic Initiatives		2, 3,4
3	Travis Mollohan		Government Relations	VP Strategic Initiatives		2, 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:

X  Printed: Amy Garbrick Date: 10-3-18

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>10.3.18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014