

West Virginia University Airplane Reservation Form

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

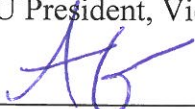
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	10/9/2018	MGW		CRW
2	10/9/2018	CRW		MGW
3				
4				

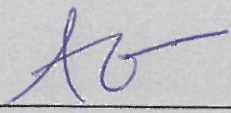
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Travel to Charleston, WV for multiple purposes: 1. (Gee, Berry, Mollohan, Keiss) President Gee will visit with 150 senior students at Clay County High School, meeting their principal and meet with Speaker Roger Hanshaw. 2. (Gee, McConnell, Page, Green) Following the school visit, President Gee will speak at Focus Forward: Preparing Today for the WV of Tomorrow. This is an event in partnership with the Federal Reserve Bank of Richmond and the WVPEC to address how machine learning and artificial intelligence will significantly impact future jobs and required skills. Following the event there is a reception and private dinner with key presenters and partners.	3,4,6
2	Ann Berry		AVP University Relations	University Relations		3,4,6
3	Joyce McConnell		VP for Academic Affairs/Provost	Academic Affairs		3,4,6
4	Travis Mollohan		Government Relations	Strategic Initiatives		3,4,6
5	Trevor Keiss		WVU Mountaineer Mascot	President's Office		3,4,6
6	Melanie Page		AVP Research/ Creative & Scholarly Activity	Research Corporation		3,4,6
7	Mike Green		WV Forward Steering Committee	Academic Affairs		3,4,6

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:
  Printed: Amy Garbrick Date: 10.8.18

For internal use:
9. Approved by WVU President's Office: <u></u> Date sent to LJ Aviation: <u>10.8.18</u>