

## West Virginia University Airplane Reservation Form

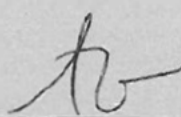
1. General business purpose for trip: Speech at BrickStreet Board of Directors Retreat in Columbus, OH; attend the Association for Public Land Grant Universities Annual meeting in New Orleans.
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CMH and New Orleans
4. Destination address: CMH airport, New Orleans airport

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	11/11/2018	MGW		CMH
2	11/11/2018	CMH		New Orleans
3	11/13/2018	New Orleans		MGW
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee	All legs	WVU President	President's Office	Travel to Columbus, OH to speak at the BrickStreet Board of Directors Retreat; Travel to New Orleans for the Association of Public Land Grant Universities annual meeting. The theme of the 2018 Annual Meeting was Resilience: Turning Challenges into Opportunities. Sessions explored the capacity of universities, their communities, and partners to adapt and thrive no matter what stresses or acute shocks they experience.	4
2	Joyce McConnell	All legs	VP for Academic Affairs	Academic Affairs		4
3	Lisa DiBartolomeo	All legs	2018-2019 ACE Fellow, WVU World Languages, Literatures and Linguistics	Academic Affairs		4
4	John Campbell	Leg 3	Vice Provost	Academic Affairs		4
5	Corey Farris	Leg 3	Dean of Students	Student Life		4
6	Laurie Erickson	All legs	First Lady, WVU	President's Office		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: 11-9-18

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>11-9-18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014