

West Virginia University Airplane Reservation Form

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

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	10/24/2018	MGW		PKB
2	10/24/2018	PKB		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	WVU Yield Tour: Meet with students, faculty and staff at Parkersburg South High School and Parkersburg High School. Also visit with staff at the WVU Extension Office and/or meet with the Parkersburg News.	3, 4
2	Ann Berry		AVP University Relations	University Relations		3, 4
3	Ken Blemings		Dean, Honors College	Academic Affairs		3, 4
4	Laurie Erickson		WVU First Lady	President's Office		3, 4

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

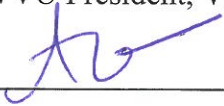
6. Ground transportation:
- No ground transportation required.
- I prefer to set up my own ground transportation.
- I prefer to have LJ Aviation set up ground transportation. Details: _____

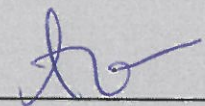
7. Catering:

No catering required.

Catering is required. Details: _____

8. Signature of WVU President, Vice President, Chancellor or designee:

X  Printed: Amy Garbrick Date: 10.23.18

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>10.23.18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014