

West Virginia University Airplane Reservation Form

1. General business purpose for trip: WVU County Tour: Jefferson County/ recruiting
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): MRB
4. Destination address: MRB airport

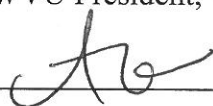
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	11/5/2018	MGW		MRB
2	11/5/2018	MRB		MGW
3				
4				

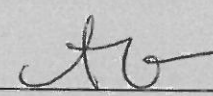
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Recruiting visits to: 1. Washington High School to help kick off WV College and Career Week. 2. Jefferson High School. At each school, passengers will talk with students, faculty and administrators and answer questions related to WVU.	3, 4
2	Ann Berry		AVP, University Relations	University Relations		3, 4
3	Meshea Poore		VP, Diversity, Equity and Inclusion	Diversity, Equity and Inclusion		3, 4
4	Trevor Keiss		WVU Mountaineer	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:
  Printed: Amy Garbrick Date: 11-4-18

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>11-4-18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014