

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Meeting with owners of Drive Capital; Meeting in the Ohio Governor's Office as well as with the Chancellor of the Ohio Department of Education
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known):
4. Destination address:

Leg: Trip date: Departure City: Departure Time: Arrival City:


1	11/16/2018	MGW		CMH
2	11/16/2018	CMH		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Multiple meetings: 1. Owners of Drive Capital to engage in conversation regarding investing in WVU through venture capital fund; 2. Meeting with the Governor's office as well as the Chancellor of the Ohio Department of Education regarding regional network building related to WV Forward as well as energy hubs and downstream investment opportunities.	4
2						
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1. Lead passenger name / cell number: Gee- on file
2. 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: _____
3. Catering:
 - No catering required.
 - Catering is required. Details: _____

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

X



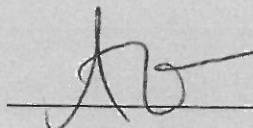
Printed: Amy Garbrick

Date:

11-15-18

For internal use:

5. Approved by WVU President's Office:



Date sent to LJ Aviation:

11-15-18

Printed name: Amy Garbrick

Updated: 12/29/2014