

West Virginia University Airplane Reservation Form

1. General business purpose for trip: National 4-H Council Board of Directors meeting; donor relations
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Atlanta GA / Peachtree
4. Destination address: Atlanta GA

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

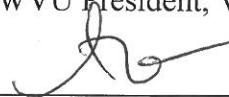
1	12/11/2018	MGW		Atlanta
2	12/12/2018	Atlanta		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Travel to Atlanta to attend the National 4-H Council Board of Directors meeting. President Gee is a member of this board. While in the Atlanta area, President Gee will conduct two donor relations meetings as well.	4
2						
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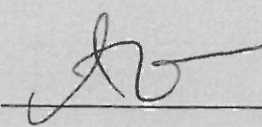
5. Lead passenger name / cell number: Gee- on file

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: 12-10-18

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 12-10-18

Printed name: Amy Garbrick Updated: 12/29/2014