

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Visit to WVU Tech Beckley campus
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): BKW
4. Destination address: BKW airport

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	12/18/2018	MGW		BKW
2	12/18/2018	BKW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Travel to WVU's Beckley campus for a presentation on WVU Tech's Blueprint for Success and Sustainability as well as presentations from Tech's leadership team.	
2	Paula Congelio		VP and CFO, WVU	Strategic Initiatives		
3	Paul Kreider		vice provost for academic strategies, curriculum, and assessment	Academic Affairs		
4	Mark Gavin		Associate provost for academic budget, facilities and strategic initiatives	Academic Affairs		
5						
6						
7						

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:

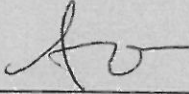
- No catering required.
- Catering is required. Details: _____

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

X  Printed: Amy Garbrick

Date: 12-17-18

For internal use:

9. Approved by WVU President's Office: 

Date sent to LJ Aviation: 12-17-18

Printed name: Amy Garbrick

Updated: 12/29/2014