

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Travel for WVU bowl game preparations
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Orlando FL
4. Destination address: Orlando FL

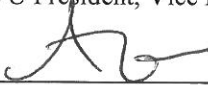
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	12.6.2018	MGW		Orlando FL
2	12.6.2018	Orlando FL		MGW
3				
4				

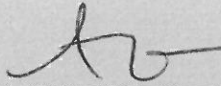
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Keli Zinn		WVU Athletic Department- Deputy Athletic Director	Athletic Department	Travel for WVU bowl game planning meetings at the site of the Camping World Bowl football game (pre-bowl planning meetings to review athletic facilities, team travel accommodations, WVU band accommodations, space for alumni events and review of event space to meet with donors and alums)	4, 6
2	Simon Dover		Senior Associate Athletic Director	Athletic Department		
3	William Matt Wells		Senior Associate Athletic Director/ External Affairs	Athletic Department		
4	Robert Glowacky		Director of Football Operations	Athletic Department		
5	Tammy Cavender		Travel Coordinator	Athletic Department		
6	Steve Lytle		Associate Director of Bands	Academic Affairs		
7	Kevin Berry		Chief Operating Officer	President's Office		

5. Lead passenger name / cell number: ~~Greg on file~~ Keli Zinn-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: 12-5-18

For internal use:	
9. Approved by WVU President's Office:	<u></u> Date sent to LJ Aviation: <u>12-5-18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014