

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Multi-purpose trip. See below.
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Columbus, Dallas, Houston
4. Destination address: Various- Columbus, Dallas, Houston

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

1	1/30/2019	MGW		CMH
2	1/31/2019	CMH		Dallas
3	2/1/2019	Dallas		Houston
4	2/3/2019	Houston		MGW

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		President	WVU President's Office	President Gee will travel to Columbus to meet with Ohio Governor Mike DeWine to discuss higher education reform and regional cooperation, as well as a meeting the following day with Beth Hansen, former chief of staff to the OH governor. President Gee is working with former Governor Kasich and Ms. Hansen on leading an effort to create regional partnerships, developing regional strategies, WV Forward and bringing business to WV. From Columbus, President Gee will travel to Dallas for a meeting of the Big 12 Board of Directors, of which he is a member. From Dallas, he will travel to Houston. In Houston, he will attend an official event hosted by the WVU Lonestar Chapter of the WVU Alumni Association. Here, President Gee will interact with alums, donors and potential students. He will also meet with WVU Foundation Board member and donor Billy McCartney.	4
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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:

X  Printed: Amy Garbrick Date: 1-29-19

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 1-29-19

Printed name: Amy Garbrick

Updated: 12/29/2014