

West Virginia University Airplane Reservation Form


1. General business purpose for trip: WVU student recruitment
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: CRW airport

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

1	3/5/2019	MGW		CRW
2	3/5/2019	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Student recruitment visit to George Washington High School in Charleston, WV.	6, 4
2	Ann Berry		AVP University Relations / Marketing	University Relations		
3						
4						
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:
  Printed: Amy Garbrick Date: 3-4-19

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>3-4-19</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014