

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Donor relations
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): BOS
4. Destination address: BOS airport

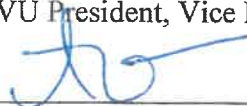
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	4/1/2019	MGW		BOS- and return
2				
3				
4				


	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President	President Gee will travel to Boston, MA for a donor relations meeting directly related to the Chambers College of Business and Economics	4
2						
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: 3-29-19

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