

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Represent WVU at an event hosted by the WV National Guard
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: CRW

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

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

	Name	Cell number	Department	VP Division	Business Justification	Code
1	GordonGee		President	WVU President's Office	President Gee and Rob Alsop will travel to Charleston, WV to represent WVU and meet with Major General James Hoyer at "Celebrate a Living Legacy 2019 Military Dining Out." President Gee will speak on service and purpose at this event hosted by the WV National Guard.	3, 4
2	Rob Alsop		VP Strategic Initiatives	Strategic Initiatives		
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: 3-1-19

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 3-1-19

Printed name: Amy Garbrick

Updated: 12/29/2014