

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Multi-purpose: National 4-H Board Meeting and economic development in WV
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): IAD and CMH
4. Destination address: IAD and CMH


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

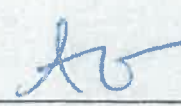
1	3/12/2019	MGW		IAD
2	3/13/2019	IAD		CMH
3	3/13/2019	CMH		MGW
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Multi-purpose: Travel to Washington DC for the National 4-H Board meeting. From DC, travel to Columbus for a meeting regarding regional collaborations between WV, PA and OH.	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: 3-11-19

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>3-11-19</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014