

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Student Recruitment: Ask Us Anything event
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	3/19/2019	MGW		CRW
2	3/19/2019	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	GordonGee		WVU President	President's Office	Travel to Charleston, WV to represent WVU at an "Ask Us Anything" event hosted by WVU. Ask Us Anything events are held around the state and surrounding states to give potential WVU students (current high school juniors and seniors) an opportunity to speak with WVU officials, ask question and learn more about the University. The purpose of these events is student recruitment.	6
2	Corey Farris		Dean of Students	Student Life		
3	Stephen Lee		Exec Director of Admissions	University Relations		

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: 3-18-19

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>3-18-19</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014