

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Meeting on the WVU Tech campus
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): BKW
4. Destination address: BKW airport


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


1	4/9/2019	MGW		BKW and return
2				
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		President	WVU President's Office	President Gee will meet with students, faculty and staff on WVU Tech's campus. This includes classified staff and executive staff. This meeting is similar to the ones he hosts on WVU's main campus with the various constituent groups. This gives participants an opportunity to speak with President Gee and ask questions in an open environment.	5
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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: 4.8.19

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>4.8.19</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014