

West Virginia University Airplane Reservation Form

1. General business purpose for trip: MAC Scholarship fundraising event
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW - MGW
4. Destination address: MGW airport

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

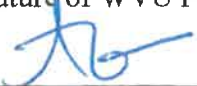
1	4/22/2019	CRW		MGW
2				
3				
4				


	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		President	President's Office	Speak at annual Mountaineer Athletic Club Charleston Scholarship Dinner. Passengers will travel from Charleston back to Morgantown following this annual event. President Gee and Shane Lyons will both speak at the event.	4
2	Laurie Erickson		First Lady, WVU	President's Office		
3	Shane Lyons		Athletic Director	Athletics		
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:

X  Printed: Amy Garbrick Date: 4.21.19

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>4.21.19</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014