

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Speaking engagement; recruiting; alumni relations
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Harrisburg, PA
4. Destination address: Harrisburg PA airport


Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	7/24/2019	MGW		Harrisburg PA
2	7/25/2019	Harrisburg PA		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		President	President's Office	President Gee will travel to the US Army War College to speak as part of a series of graduation events on "Overcoming Education's Challenges to Safeguard American's Future." This ceremony will be attended by over 350 students from all over the country, graduating from the two-year program. Following his speaking engagement, President Gee will have a private lunch meeting with a smaller group of the students. The night prior to the ceremony, President Gee will meet privately with officials from the USAWC, two of which are WVU graduates. This trip will allow President Gee to recruit from both a student as well as a faculty/staff perspective, as well as connect with WVU alums in that part of the state.	4
2						
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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: 7.22.19



For internal use:

9. Approved by WVU President's Office:



Date sent to LJ Aviation:

7.²²~~21~~.19

Printed name: Amy Garbrick

Updated: 12/29/2014