

West Virginia University Airplane Reservation Form

1. General business purpose for trip: WV County Tour 2019 – Wirt County, Wood County
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): PKB
4. Destination address: PKB airport


Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	6/3/2019	MGW		PKB
2	6/3/2019	PKB		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	GordonGee		WVU President	President's Office	Travel as part of the 2019 WV county tour- Wirt and Wood Counties. President Gee, Sue Day-Perroots and Ann Berry will travel to Wirt and Wood counties to visit with each of their Extension Offices to introduce new Extension Dean Sue Day-Perroots and discuss her vision for transforming WVU Extension Service.	4
2	Ann Berry		AVP for UR/ Marketing and Outreach	University Relations		
3	Sue Day-Perroots		Dean, WVU Extension	Academic Affairs		
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: 5/31/19

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>5/31/19</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014