

West Virginia University Airplane Reservation Form


1. General business purpose for trip: Education Advisory Board
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Chicago/Midway
4. Destination address: Chicago/Midway airport


Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	6/13/2019	MGW		Chicago/Midway
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	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU president	President's Office	President Gee will travel to Chicago for a meeting of the Education Advisory Board, as well as a meeting with Barbara Gellman-Danley, Pres. of the Higher Learning Commission to discuss higher education initiatives.	3, 4
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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: 6/12/19

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>6/12/19</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014