

West Virginia University Airplane Reservation Form

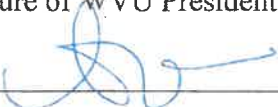
1. General business purpose for trip: National media visits; national higher education forum
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): BWI
4. Destination address: BWI airport


Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	7/10/2019	MGW		BWI
2	7/10/2019	BWI		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Ann Berry		AVP University Relations	University Relations	President Gee will speak on a panel titled "The Future of Public Higher Education." This panel is part of a larger conference hosted by <i>Inside Higher Ed</i> in Baltimore. Following the panel, passengers will travel to Washington DC for President Gee to participate in a national media interview with USA Today.	3, 4
2	Gordon Gee		President	President's Office		
3						
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:
  Printed: Amy Garbrick Date: 7/8/19

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>7/8/19</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014