

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Donor relations
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): BOS and BKW
4. Destination address: BOS airport and BKW airport


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

1	6/20/2019	MGW		BOS
2	6/20/2019	BOS		BKW
3	6/20/2019	BKW		MGW
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	GordonGee	<i>leg 1,2</i>	WVU President	President's Office	<i>Donor relations meetings directly related to the WVU Chambers College of Business and Economics, From BKW, passengers will travel to Beckley, WV to attend the WVU Board of Governors meeting held at the Summit Bechtel Reserve and on the campus of WVU Tech.</i>	4
2	Javier Reyes	<i>leg 1,2</i>	Dean, Chambers College of Business and Economics	Academic Affairs		
3	Tim Boling	<i>all legs</i>	WVU Foundation	President's Office		

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

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