


**West Virginia University Airplane Reservation Form**

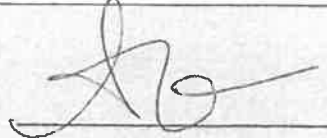
1. General business purpose for trip: WV county tour 2019 – Monroe County
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Lewisburg airport
4. Destination address: LWB airport

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	6/27/2019	MGW		LWB
2	6/27/2019	LWB		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's office	Passengers will travel to Monroe County as part of the 2019 WV county tour. Passengers will meet with local leaders of Monroe County, local farmers, current and prospective students (including winners of national land-judging team). They will also visit the WVU Farm at Willow Bend as well as the Hemp Farm in Monroe County.	3, 5
2	Ann Berry		AVP Marketing and Outreach/ University Relations	University Relations		
3	Sue Day Perroots		Dean, WVU Extension	Academic Affairs		
4	Ken Blemings		WVU Interim Davis College Dean	Academic Affairs		
5	Travis Mollohan		WVU Gov't Relations	Strategic Initiatives		
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: 6/20/19

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>6/20/19</u>
Printed name: <u>Amy Garbrick</u>	Updated: <u>12/29/2014</u>