

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Multiple purposes—see below
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CMH
4. Destination address: CMH airport

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

1	7/17/2019	MGW		CMH
2	7/18/2019	CMH		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		President	President's Office	Participate in a televised forum on the importance of public land-grant universities with an audience of business, education and civic leaders, followed by a private follow-up meeting with the panel's host; the following day, meeting with senior officers at Ologie (as a follow-up to the previous day's panel discussion). Ologie is the company WVU partnered with to develop the national brand platform "Go First." The first year after that brand launch, WVU freshman applications rose 30% and admitted students increased 24%.	4
2						
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: 7-15-19

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 7-15-19

Printed name: Amy Garbrick

Updated: 12/29/2014