

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Meeting regarding initiatives of the John Chambers College of B&E
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: \_\_\_\_\_

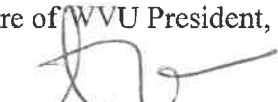
1	7/31/2019	MGW		CMH
2	7/31/2019	CMH		MGW
3				
4				


	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		President	President's Office	Meeting with venture capitalists and founders of Drive Capital regarding initiatives of the John Chambers College of Business and Economics.	4
2	Rob Alsop		VP for Strategic Initiatives	Strategic Initiatives		
3	Javier Reyes		Dean, Chambers College of B&E	Academic Affairs		
4	Matt Harbaugh		Consultant	Strategic Initiatives		
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: 7-30-19

For internal use:		
9. Approved by WVU President's Office:		Date sent to LJ Aviation: <u>7-30-19</u>
Printed name: <u>Amy Garbrick</u>		Updated: 12/29/2014