

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Represent WVU at the Inauguration of the president of the College of Charleston \_\_\_\_\_
2. Department contact/ phone number: Amy 3-8763 \_\_\_\_\_
3. Destination airport (if known): Charleston, SC \_\_\_\_\_
4. Destination address: Charleston, SC \_\_\_\_\_

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

1	10/25/2019	MGW		Charleston SC
2				
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	President Gordon Gee		WVU President	President's Office	President Gee and Mrs. Erickson will represent WVU at the inauguration of Andrew Hsu. President Gee will wear his WVU regalia and have a speaking role at this event.	4
2	Laurie Erickson		WVU First Lady	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:

X  Printed: Amy Garbrick Date: 10.24.19

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 10.24.19  
 Printed name: Amy Garbrick Updated: 12/29/2014