West Virginia University Airplane Reservation Form

| Name Cell Department VP Division Business Justification | | 1 | . General bus | siness purpo | ose for trip: Big 12 | 2 Board of Directors | meetings | |
|--|---|---|---------------|---------------|----------------------|-------------------------------|---|------|
| 4. Destination address: DFW Leg: Trip date: Departure City: Departure Time: Arrival C 1 10/28/2019 DFW 3 4 | | 2 | . Department | t contact/ ph | none number: Amy 3 | -8763 | | |
| Leg: Trip date: Departure City: Departure Time: Arrival C 1 | | 3 | . Destination | airport (if l | (nown): DFW | | | |
| Leg: Trip date: Departure City: Departure Time: Arrival C 1 | | 4 | Destination | address: I | DFW | | | |
| Name Cell Department VP Division Business Justifinumber | L | eg: | : Trip date: | | | Departure Time: Arrival City: | | |
| Name Cell Department VP Division Business Justification Business Justification President's Office Return travel to WVL President's Office Of Directors meetings events in Dallas, TX. 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. X I prefer to have LJ Aviation set up ground transportation. Details: 7. Catering: X No catering required. Catering is required. Details: 8. Signature of WVU President, Vice President, Chancellor or designee: X Printed: Amy Garbrick Date: 10 For internal use: Date sent to LJ Avia | | | | DFW | FW MGW | | | |
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| Name Cell Department VP Division Business Justification Gordon Gee WVU President President's Office Return travel to WVU President President's Office President's Office President's Office President's Office President Gee and Mr as they attended the B of Directors meetings events in Dallas, TX. 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. X I prefer to have LJ Aviation set up ground transportation. Details: 7. Catering: X No catering required. Catering is required. Details: 8. Signature of WVU President, Vice President, Chancellor or designee: X Printed: Amy Garbrick Date: 10 For internal use: Date sent to LJ Avia | 3 | | | | | | | |
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| Laurie Erickson First Lady, WVU President's Office Catering: X No catering required. Catering is required. Date: Date: Date sent to LJ Avia | | | Name | | Department | VP Division | Business Justification | Code |
| Laurie Erickson First Lady, WVU President's Office as they attended the B of Directors meetings events in Dallas, TX. 5. Lead passenger name / cell number: No ground transportation: No ground transportation required. I prefer to set up my own ground transportation. X I prefer to have LJ Aviation set up ground transportation. Details: 7. Catering: X No catering required. Catering is required. Details: 8. Signature of WVU President, Vice President, Chancellor or designee: X Printed: Amy Garbrick Date: 10 For internal use: 9. Approved by WVU President's Office: Date sent to LJ Avia | 1 | Go | ordon Gee | | WVU President | President's Office | Return travel to WVU for | 4 |
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| X No catering required Catering is required. Details: 8. Signature of WVU President, Vice President, Chancellor or designee: X Printed: Amy Garbrick Date: 10 For internal use: 9. Approved by WVU President's Office: Date sent to LJ Avia | | No ground transportation required. I prefer to set up my own ground transportation. X I prefer to have LJ Aviation set up ground transportation. Details: | | | | | | |
| Printed: Amy Garbrick Date: 10 For internal use: 9. Approved by WVU President's Office: Date sent to LJ Avia | | X No catering required. | | | | | | |
| 9. Approved by WVU President's Office: Date sent to LJ Avia | | 8. | | WVU Pres | 7- | | Date: 10.25.19 | |
| Deinted names Amy Carbrials | | 9. | 10.25-19 | | | | | |
| Printed name:Amy Garbrick Upda | | | Printed name | e:Amy | Garbrick | | Updated: 12/29/20 | 14 |