

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Big 12 Board of Directors meetings
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): DFW
4. Destination address: DFW

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

1	10/28/2019	DFW		MGW
2				
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Return travel to WVU for President Gee and Mrs. Erickson as they attended the Big 12 Board of Directors meetings and related events in Dallas, TX.	4
2	Laurie Erickson		First Lady, WVU	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: 10-25-19

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 10.25.19  
 Printed name: Amy Garbrick Updated: 12/29/2014