

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Recruiting
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Huntington WV
4. Destination address: Huntington WV

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


1	9-6-2019	MGW		Huntington WV
2	9-6-2019	Huntington WV		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		President	President's Office	Travel to Huntington, WV to Cabell-Midland High School for the purpose of recruiting. President Gee will speak to students, faculty and staff at the high school. From there, he will travel to a meeting with newly appointed WVU Board of Governors member Kevin Craig, also in Huntington.	4
2	Ann Berry		AVP/Outreach for University Relations	University Relations		

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: 9-5-19

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 9-5-19

Printed name: Amy Garbrick

Updated: 12/29/2014