

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Multi-purpose trip—see below
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	9-17-2019	MGW		CMH
2	9-19-2019	CMH		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Various meetings regarding: 1. WV Forward and regional development; 2. Fundraising; 3. National as well as WVU's Greek life	4


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: 9-16-19

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 9-16-19

Printed name: Amy Garbrick

Updated: 12/29/2014