

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Various: see below
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): IAD
4. Destination address: IAD airport

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

1	11/21/2019	MGW		IAD
2	11/21/2019	IAD		MGW
3				
4				


	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Passengers will travel from Dulles airport to a national media interview (for President Gee) regarding Greek issues following the premier of "Breathe, Nolan, Breathe" (a documentary bringing awareness to the dangers of hazing). From there, they will travel to a meeting at the Cultural Office of the Embassy of the State of Kuwait, then to a facilitated presidential panel where President Gee will speak on the internalization of higher education. Following the panel, they will attend the 17th Presentation of the Senator Paul Simon Award for Campus Internationalization, where WVU is one of five recipients of the award. The award recognizes overall excellence in internationalization efforts as evidenced in mission, strategies, programs, and results.	4
2	John Bolt,		WVU Director of News;	University Relations		
3	Hank Oliver,		Director of WVU Global Advancement	Academic Affairs		
4	David Stewart,		WVU Associate Vice President for Global Strategy and International Affairs	Academic Affairs		
5	Amber Brugnoli,		WVU Assistant Vice President for Global Strategy and International Affairs	Academic Affairs		

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: 11-20-19

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>11-20-19</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014