

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Recruiting and state government relations
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): MRB airport
4. Destination address: MRB airport

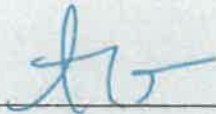
Leg: Trip date: Departure City: Departure Time: Arrival City:

1	10/3/2019	MGW		MRB
2	10/3/2019	MRB		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	President Gordon Gee		WVU President	President's Office	Passengers will speak with students and staff at Musselman High School (recruiting), meet with local legislative leadership as well as meet with leadership of Shepherd University.	4
2	Rob Alsop		Strategic Initiatives Vice President	Strategic Initiatives		
3	Ann Berry		WVU AVP for Marketing/Outreach	University Relations		
4	Travis Mollohan		Government Relations	Strategic Initiatives		
5	Rocco Fucillo		Government Relations	Strategic Initiatives		
6						
7						

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: _____

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>10/2/19</u>
Printed name: <u>Amy Garbrick</u>	Updated: <u>12/29/2014</u>