

**West Virginia University Airplane Reservation Form**

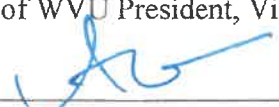
1. General business purpose for trip: Visit to WVU's Beckley campus and recruiting
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): BKW
4. Destination address: BKW

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	10/17/2019	MGW		BKW
2	10/17/2019	BKW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee will meet with faculty, staff and students at WVU Tech's Beckley campus. This includes a school leadership event with a WVU Tech donor. President Gee will also meet with staff and students at Woodrow Wilson High School for purposes of recruiting.	5, 4
2	Ann Berry		WVU AVP Marketing and Outreach	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: 10-16-19

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>10-16-19</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014