

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): CRW
4. Destination address: CRW

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

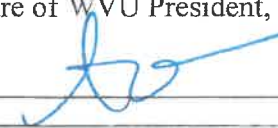
1	10/21/2019	MGW		CRW
2	10/21/2019	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	President Gee		WVU President	President's Office	Passengers visited a WVU Extension Family Nutrition Program event in Charleston, spoke to students and staff at Charleston Catholic High School (recruiting), visited the WVU Logan Co Extension Office, and ended at a WVU Ask Us Anything event held in Logan County. These events are designed to allow potential WVU students and parents the opportunity to talk one-on-one with WVU staff, students and alumni in a relaxed atmosphere.	4
2	Ann Berry		WVU AVP for Marketing and Outreach	University Relations		
3	Sue Day-Perroots		WVU Extension Interim Dean	Academic Affairs		
4	Corey Farris		WVU Dean of Students	Student Life		

Lead passenger name / cell number: Gee- on file

5. 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: _____

6. Catering:
 - No catering required.
 - Catering is required. Details: _____
- Signature of WVU President, Vice President, Chancellor or designee: _____

 Printed: Amy Garbrick Date: 10/20/19

For internal use: 7. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>10/20/19</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014