

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Speaking engagement with National 4-H conference
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): LWB
4. Destination address: \_\_\_\_\_


Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	11/5/2019	MGW		LWB
2	11/5/2019	LWB		MGW
3				
4				

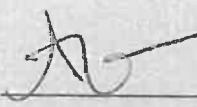
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee will travel to Lewisburg, WV to provide remarks to the National Association of Extension 4-H Agents at their annual meeting. President Gee is on the National 4-H Board of Directors. He will also meet privately with the National 4-H President, Jennifer Sirangelo.	4
2						
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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: 11-4-19

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>11-4-19</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014