

West Virginia University Airplane Reservation Form

General business purpose for trip: Ribbon Cutting for Jackson General Hospital, as well as recruiting

1. Department contact/ phone number: Amy 3-8763
2. Destination airport (if known): CRW
3. Destination address: CRW airport

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

1	11/12/2019	MGW		CRW
2	11/12/2019	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Travel to Ripley, WV for Ribbon Cutting for Jackson General Hospital, where President Gee will speak as Jackson General Hospital will become a full member of the West Virginia University Health System. Afterwards, they will meet with the Ripley Mayor and other hospital supporters. Following the event, they will travel to Ripley High School to meet with students, faculty and staff for purposes of recruiting.	3, 4, 6
2	Travis Mollohan		Government Relations	Strategic Initiatives		
3	Ann Berry		AVP for University Relations/ Outreach	University Relations		

4. Lead passenger name / cell number: Gee- on file

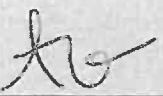
5. Ground transportation:
- No ground transportation required.
- I prefer to set up my own ground transportation.
- I prefer to have LJ Aviation set up ground transportation. Details: _____

6. Catering:
- No catering required.
- Catering is required. Details: _____

7. Signature of WVU President, Vice President, Chancellor or designee:

X  Printed: Amy Garbrick Date: 11-11-19

For internal use:

8. Approved by WVU President's Office:  Date sent to LJ Aviation: 11-11-19

Printed name: Amy Garbrick

Updated: 12/29/2014