

**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): BKW
4. Destination address: BKW airport

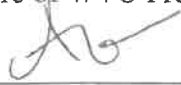
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	11/20/2019	MGW		BKW
2	11/20/2019	BKW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Travel to Welch, WV to meet and talk with students at Mt. View High School for purposes of recruiting. Passengers will also attend an event with various community leaders including the Executive Director of the McDowell Co. Commission on Aging, the mayor or Welch, superintendent of McDowell Co. Schools, WVU Extension Agents, president of the McDowell Co. Schools BOE and other community leaders.	3, 4
2	Timothy Eads		WVU Mountaineer Mascot	President's Office		
3	Brice Shumate		WVU student from McDowell Co.	President's Office		
4	David Laub		WVU student/founder of Mountaineer Mentors	President's Office		
5	Bill Ramsey		AVP for Coordination and Logistics & CCO	WVU HSC		
6	Anemona Harticolis		New York Times correspondent on higher education	President's Office		
7	Ann Berry		AVP for UR 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: \_\_\_\_\_
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7. Catering:  
 No catering required.  
 Catering is required. Details: \_\_\_\_\_

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

X



Printed: Amy Garbrick

Date:

11-19-19

For internal use:

9. Approved by WVU President's Office:



Date sent to LJ Aviation:

11-19-19

Printed name: Amy Garbrick

Updated: 12/29/2014