

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Annual WV Legislator's Forum
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: CRW airport

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

1	11/19/2019	MGW		CRW
2	11/19/2019	CRW		MGW
3				
4				

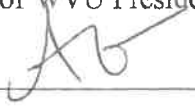
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Speak at a welcome event, (along with university presidents from around WV and TN) prior to the 4 <sup>th</sup> Annual Legislator's Forum on Education and Economy. Topics at the forum will include strategies to increase educational attainment rates; how to ensure graduates can meet workforce demands; local flexibility for superintendents, principals and teachers; teacher preparation to ensure current and future educators infuse innovation and personalized learning in the classroom; and best practices to ensure a culture of entrepreneurship programs in schools. The topic of the event prior to the forum is the evolving landscape of higher education.	3, 4
2	Maryanne Reed	Leg 1 only	Provost and VP for Academic Affairs	Academic Affairs		

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:

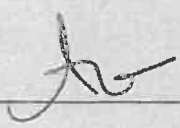
X 

Printed: Amy Garbrick

Date: 11-18-19

For internal use:

9. Approved by WVU President's Office:



Date sent to LJ Aviation: 11-18-19

Printed name: Amy Garbrick

Updated: 12/29/2014