

**West Virginia University Airplane Reservation Form**

General business purpose for trip: Represent WVU at WVU Day at the WV Legislature

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	1/21/2020	MGW		CRW
2	1/21/2020	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Meetings with legislators during the legislative session; Represent WVU at WVU Day at the Legislature. The WVU Day at the Legislature will feature interactive displays, activities and exhibits for students aimed at piquing an interest in higher education. Visitors will learn about career paths, talk with current WVU students, participate in interactive STEM activities, explore their dreams, take a virtual tour and much more.	4
2	Clay Marsh		VP for WVU HSC and Exec. Dean	HSC		
3	Bill Ramsey		Assoc. VP for Coordination and Logistics & Chief Collaboration Officer	HSC		
4	Ann Berry	Leg 2 only	AVP for Outreach/ University Relations	University Relations		
5	Sue Day-Perroots	Leg 2 only	Interim Dean/ WVU Extension Service	Academic Affairs		
6	Tara Scatterday		Exec. Director, HSC Communications	HSC		
7						

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

5. Ground transportation:

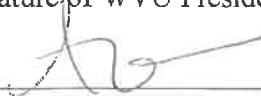
- No ground transportation required.  
 I prefer to set up my own ground transportation.  
 I prefer to have LJ Aviation set up ground transportation. Details: \_\_\_\_\_

6. Catering:

- No catering required.  
 Catering is required. Details: \_\_\_\_\_

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

X



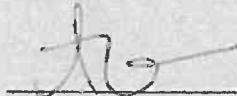
Printed: Amy Garbrick

Date:

1/20/20

For internal use:

8. Approved by WVU President's Office:



Date sent to LJ Aviation:

1/20/20

Printed name: Amy Garbrick

Updated: 12/29/2014