

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Big 12 Board of Directors meeting
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): DFW
4. Destination address: DFW airport

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	2/6/2020	MGW		DFW
2	2/7/2020	DFW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Travel to Dallas TX to attend a meeting of the Big 12 Board of Directors, of which President Gee is a member.	4
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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:  
X AG Printed: Amy Garbrick Date: 02/05/2020

For internal use:	
9. Approved by WVU President's Office: <u>AG</u>	Date sent to LJ Aviation: <u>02/05/2020</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014