

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Meetings with legislators at the State Capitol during legislative session. _____
2. Department contact/ phone number: Amy 3-8763 _____
3. Destination airport (if known): CRW _____
4. Destination address: CRW _____

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	2/13/2020	MGW		CRW
2	2/13/2020	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Meetings with legislators at the State Capitol during legislative session.	2
2	Rocco Fuccilo		WVU Government Relations	Strategic Initiatives		

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: 2/12/2020

For internal use:	
9. Approved by WVU President's Office: <u>AG</u>	Date sent to LJ Aviation: <u>2/12/2020</u>
Printed name: <u>Amy Garbrick</u>	<i>Updated: 12/29/2014</i>