

West Virginia University Airplane Reservation Form

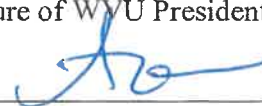
1. General business purpose for trip: WVU Tech Graduation
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): BKW
4. Destination address: BKW Airport

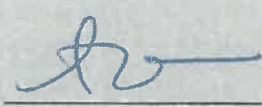
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	<u>5-8-21</u>	<u>MSW</u>		<u>BKW</u>
2	<u>5-8-21</u>	<u>BKW</u>		<u>MSW</u>
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	<u>Gordon Gee</u>		<u>WVU President</u>	<u>P.O.</u>	<u>WVU President Gee will travel to the campus of WVU Tech to speak at their graduation ceremony.</u>	<u>5</u>
2						
3						
4						
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6						
7						

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:
  Printed: Amy Garbrick Date: 5-7-21

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>5-7-21</u>
Printed name: <u>Amy Garbrick</u>	Updated: <u>12/29/2014</u>