

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Attend the fall meeting of the Education Advisory Board's Presidents Advisory Council _____
2. Department contact/ phone number: Amy 3-8763 _____
3. Destination airport (if known): IAD _____
4. Destination address: IAD airport _____

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

1	11/16/21	MGW		IAD
2	11/16/21	IAD		MGW

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Travel to Washington DC to attend the fall meeting of the EAB's President's Advisory Council with Sally Amoruso, Chief Partner Officer and David Felsenthal, Chief Executive Officer. Meeting topics included: <ul style="list-style-type: none"> • A Glimpse into the Future of Work Rise of the Lifetime Student • Evolution of Adult Learner Recruitment: New Approaches to Recruitment and Retention • Rethinking Employer Partnerships: Education As a Benefit • Seeking Your Input: Emerging Higher Ed Solutions 	4

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: 11/15/21

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation: 11/15/21
 Printed name: Amy Garbrick Updated: 12/29/2014