

West Virginia University Airplane Reservation Form

General business purpose for trip: higher education and state government relations.

1. Department contact/ phone number: Amy 3-8763

2. Destination airport (if known): BKW

3. Destination address: BKW airport

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

1	11/13/2019	MGW		BKW
2	11/13/2019	BKW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		President	President's Office	Travel to Princeton, WV to meet With WV House of Delegates Education Chair Jo Ellington to discuss higher education and state government relations.	4
2	Travis Mollohan		Government Relations	Strategic Initiatives		
3	Ann Berry		AVP for University Relations/ Outreach	University Relations		

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: 11-13-19

For internal use:

8. Approved by WVU President's Office:  Date sent to LJ Aviation. 11-13-19

Printed name: Amy Garbrick

Updated: 12/29/2014