

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Meetings with members of WV Legislature
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: CRW airport

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


1	1/23/2020	MGW		CRW
2	1/23/2020	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee and Rob Alsop will travel to Charleston, WV to meet with members of the WV Legislature during the 2020 Legislative Session. They will also represent WVU at the WV Chamber of Commerce's 2020 Legislative Reception.	2
2	Rob Alsop		VP for Strategic Initiatives	Strategic Initiatives		
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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:  
  Printed: Amy Garbrick Date: 1/23/20

For internal use:
9. Approved by WVU President's Office:  Date sent to LJ Aviation: <u>1/23/20</u>
Printed name: <u>Amy Garbrick</u> Updated: 12/29/2014