

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Development around Virgin Hyperloop
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 | 6/17/2020 | MGW | | CRW |
| 2 | 6/17/2020 | CRW | | MGW |
| 3 | | | | |
| 4 | | | | |

| | Name | Cell number | Department | VP Division | Business Justification | Code |
|---|------------|-------------|---------------|--------------------|--|------|
| 1 | Gordon Gee | | WVU President | President's Office | President Gee will travel to CRW for a meeting on matters related to the development around the Virgin Hyperloop partnership with WVU. | 4 |
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| 4 | | | | | | |
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| 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:

AG Printed: Amy Garbrick Date: 6/16/2020

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| For internal use: | |
| 9. Approved by WVU President's Office: <u>AG</u> | Date sent to LJ Aviation: <u>6/16/2020</u> |
| Printed name: <u>Amy Garbrick</u> | <i>Updated: 12/29/2014</i> |