

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Matters related to the Virgin Hyperloop Certification Center
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: CRW

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

1	8/31/20	MGW		CRW
2	8/31/20	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Travel to Charleston, WV for a meeting with the WV Secretary of Commerce on matters related to the Virgin Hyperloop/ State of WV/ WVU partnership.	4
2	Javier Reyes		Dean, Chambers College of Business and Economics	Provost's Office		
3	Greg Corio		AVP, Outdoor Economic Development Collaborative	Provost's Office		
4	Danny Twilley		Assistant Dean, Outdoor Economic Development Collaborative	Provost's Office		

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 Printed: Amy Garbrick Date: _____

For internal use:

9. Approved by WVU President's Office: AG- signed digitally Date sent to LJ Aviation: 8/30/20
 Printed name: Amy Garbrick Updated: 12/29/2014