

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Various meetings –see below
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CMH
4. Destination address: CMH airport

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

1	9/10/2020	MGW		CMH
2	9/11/2020	CMH		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 Columbus, OH to represent WVU At meetings including: --Meeting with the president and CEO of a national PR firm regarding an advertising campaign related to the opioid crisis, specifically during the pandemic. --Meeting with the Ohio State University president regarding developing a consortium on "Smart Cities" --Meeting with the CEO of a PR firm on a future announcement by WVU related to a "remote worker program" which will fund innovative new programs to ignite West Virginia's economy, develop world-class recreational infrastructure and expand outdoor educational opportunities.	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: rental car
7. Catering:
 - No catering required.
 - Catering is required. Details: _____
8. Signature of WVU President, Vice President, Chancellor or designee:

X AG- signed digitally Printed: Amy Garbrick Date: 9/9/2020

For internal use:

9. Approved by WVU President's Office: AG- signed digitally Date sent to LJ Aviation: 9/9/2020

Printed name: Amy Garbrick

Updated: 12/29/2014