

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Virgin Hyperloop partnership with WV and WVU
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	10/7/2020	MGW		CRW
2	10/7/2020	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 WV Governor Justice and others related to WVU and WV's partnership with Virgin Hyperloop.	4
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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:
 AG- signed digitally Printed: Amy Garbrick Date: 10/6/2020

For internal use:	
9. Approved by WVU President's Office:	<u>AG- signed digitally</u> Date sent to LJ Aviation: <u>10/6/2020</u>
Printed name: <u>Amy Garbrick</u>	<i>Updated: 12/29/2014</i>