

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Community development project collaboration meeting

2. Department contact/ phone number: Amy 3-8763

3. Destination airport (if known): Atlanta/ Peachtree

4. Destination address: Peachtree airport

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

1	12/1/2020	MGW		PDK / Peachtree Atlanta
2	12/1/2020	PDK / Peachtree Atlanta		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Group will travel to Atlanta, GA for a meeting to collaborate on a community development project for the improvement of Morgantown and a partnership with West Virginia University, WVU Medicine and the Ruby Trust.	4
2	Steve Farmer		Hazel Ruby McQuain Trust Board of Trustees	President's Office		
3	Bob O'Neil		executive vice president and chief administrative services officer for the WVU Health System	President's Office		
4	Forest Bowman		Local Salvation Army Advisory Board, and WVU College of Law	President's Office		
5	Sheldon Greenland		Salvation Army of Morgantown	President's Office		
6						
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:

X AG – signed digitally

Printed: Amy Garbrick

Date: 11/30/2020

For internal use:

9. Approved by WVU President's Office: AG – signed digitally

Date sent to LJ Aviation: 11/30/2020

Printed name: Amy Garbrick

Updated: 12/29/2014