

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Meetings related to donor relations as well as the Virgin Hyperloop
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	1/15/2021	MGW		CMH
2	1/15/2021	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 for continued relationship building with a potential major donor, as well as continued conversations with the president of Ohio State University on their involvement with the Virgin Hyperloop project. Virgin Hyperloop plans to directly hire 150-200 engineers and technicians for a certification facility with plans to source talent locally. In addition, the construction and manufacturing of the project will create 7,300 jobs throughout the region over the next five years and the longer-term operation phase will create 6,000.	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: _____
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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: 1/14/2021

For internal use:

9. Approved by WVU President's Office: AG – signed digitally Date sent to LJ Aviation: 1/14/21

Printed name: Amy Garbrick

Updated: 12/29/2014