

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: for multiple WVU meetings (see below)
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): HOU and AUS
4. Destination address: HOU and AUS airports

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

1	1/31/21	MGW		HOU
2	2/2/21	HOU		AUS
3	2/3/2021	AUS		MGW
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee and Sarah Biller, executive director of Vantage Ventures will travel to Texas for multiple WVU meetings: regarding: 1. Virgin Hyperloop's partnership with the State of WV and WVU; 2. various WVU donor meetings including meetings with members of the WVU Foundation Board of Directors; 3. Meeting with the co-founder, president and CEO of American Campus Communities, Inc. regarding student housing; 4. Meeting with the University of Texas president; 5. Meeting with high-level potential WVU donor	4
2	Sarah Biller		executive director of Vantage Ventures/ Chambers College of B&E	Academic Affairs		
3						
4						
5						
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:

AG Printed: Amy Garbrick Date: 1/30/2021

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation: 1/30/2021

Printed name: Amy Garbrick

*Updated: 12/29/2014*