

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Meetings with legislators during the legislative session
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	2/18/2021	MGW		CRW
2	2/18/2021	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's office	Meetings with legislators during the legislative session	2

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 Printed: Amy Garbrick Date: 2/17/2021

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation: 2/17/2021

Printed name: Amy Garbrick Updated: 12/29/2014