

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Donor relations
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	2/23/2021	MGW		BOS
2	2/23/2021	BOS		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 Boston, MA to meet with a principal donor regarding the Virgin Hyperloop project as well as regarding an update on the currently under construction Reynolds Hall, the new home for West Virginia University's Chambers College of Business and Economics. Sarah Biller, executive director of Vantage Ventures, will join President Gee for this donor meeting	4

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: 2/22/2021

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation: 2/22/2021

Printed name: Amy Garbrick

Updated: 12/29/2014