

West Virginia University Airplane Reservation Form

1. General business purpose for trip: See below.
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	3/6/2021	MGW		CMH
2	3/6/2021	CMH		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU president	President's Office	Travel to Columbus to attend meetings regarding 1. cybersecurity, engineering and development of the WVU / WV/ Virgin Hyperloop partnership; and 2. Meeting with Herb Asher, faculty member at OSU, regarding a book he is writing on E. Gordon Gee's leadership in higher education	4
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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: 3/5/2021

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation: 3/5/2021

Printed name: Amy Garbrick

Updated: 12/29/2014