

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Economic development
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): IAD
4. Destination address: IAD airport

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

1	3/17/2021	MGW		IAD
2	3/17/2021	IAD		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Passengers will travel to Washington, DC to meet with Senator Manchin and his staff relating to economic development opportunities that would benefit Morgantown, WVU and the WVU Health System	2
2	Rob Alsop		VP for Strategic Initiatives	Strategic Initiatives		
3	David Alvarez	leg 1 only	WVU Board of Governors Chairman	President's Office		
4	Albert Wright		President & CEO, WVUHS	President's Office		
5	Larry Puccio	leg 1 only	Consultant for the WVU Health System	President's Office		

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: 3/16/21

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation: 3/16/21

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