

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Virgin Hyperloop
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): LAS
4. Destination address: _____

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

1	3/21/2021	MGW		LAS (stop in DLZ to pick up Hammer)
2	3/22/2021	LAS		MGW (stop in DLZ to return Hammer)
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Travel to Las Vegas, NV for meetings related to the Virgin Hyperloop economic development project.	4
2	Sarah Biller		Exec. Director of WVU Vantage Ventures	Academic Affairs		
3	James Hoyer		WVU AVP Strategic Initiatives	Strategic Initiatives		
4	Kristen Hammer		Business Development Manager at Virgin Hyperloop	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: 3/20/2021

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation: 3/20/2021
 Printed name: Amy Garbrick *Updated: 12/29/2014*