

**West Virginia University Airplane Reservation Form**

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

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

1	4/6/2021 and return same day	MGW		CRW (and return)
2				
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Passengers will travel to Charleston, WV to attend meetings at the State Capitol with legislators and others during the legislative session.	2
2	Travis Mollohan		WVU Government Relations	Strategic Initiatives		

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: 4/5/2011

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation: 4/5/2021
- Printed name: Amy Garbrick Updated: 12/29/2014