

West Virginia University Airplane Reservation Form

General business purpose for trip: WVU economic development and legislative priorities

1. Department contact/ phone number: Amy 3-8763

2. Destination airport (if known): IAD

3. Destination address: IAD airport

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

1	4/14/2021	MGW		IAD
2	4/14/2021	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 a meeting to discuss WVU economic development and legislative priorities.	2
2	Jim Hoyer		AVP Strategic Initiatives	Strategic Initiatives		
3						
4						
5						
6						
7						

4. Lead passenger name / cell number: Gee- on file

5. 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: _____

6. Catering:

No catering required.

Catering is required. Details: _____

7. Signature of WVU President, Vice President, Chancellor or designee:

AG Printed: Amy Garbrick Date: 4/13/2021

For internal use:

8. Approved by WVU President's Office: AG Date sent to LJ Aviation: 4/13/2021

Printed name: Amy Garbrick

Updated: 12/29/2014