

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Various- 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	4/24/2021	MGW		CMH and return same day
2				
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Travel for various meetings related to 1. Meeting with OSU President to discuss plans for a collaboration on the Corbin Valley consortium as well as 2. continued review of the book being written on Gee's leadership in higher education, and to outline a book Gee is co-authoring on University governance along with OSU political science professor emeritus.	3, 4
2						
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7						

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: 4/23/21

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation: 4/23/21

Printed name: Amy Garbrick

Updated: 12/29/2014