

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: See below
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): MRB
4. Destination address: MBR airport/various

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

1	6/14/2021	MGW		MRB
2	6/15/2021	MRB		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	As part of the 2021 WV County Tour, passengers will travel to Jefferson and Berkley Counties. Meetings with the WVU group over the two days will include: meeting with local legislators, meet clinic providers at the Center for Diabetes and Metabolic Health as well as at the Berkeley County Medical Center, media visit with the Martinsburg Journal, attend an event at the home of Emma Eggleston (Dean of the WVU Eastern Medical Campus), meeting with Shepherd Univ president, meetings with local officials as well as with the WVU Rural Medicine Clinic.	3, 4, 6
2	Ann Berry		WVU University Relations AVP for Outreach	University Relations		
3	Clay Marsh		VP and Exec Dean/ WVU HSC	WVU HSC		
4	Travis Mollohan		WVU Government Relations	Strategic Initiatives		
5	April Kaull Stolzenback		WVU News Service	University Relations		
6	Danny Twilley		WVU Smith Outdoor Education Dev. Collaborative	WVU Provost's Office		
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:

X AG

Printed: Amy Garbrick

Date: 6/13/2011

For internal use:

9. Approved by WVU President's Office:

AG

Date sent to LJ Aviation: 6/13/2021

Printed name: Amy Garbrick

*Updated: 12/29/2014*