

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Multiple WVU business meetings- see below
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Houston and Dallas
4. Destination address: Houston and Dallas airports

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

1	6/20/2021	MGW		Houston TX
2	6/21/2021	Houston TX		Dallas/ Ft. Worth TX
3	6/22/2021	Dallas. Ft. Worth TX		MGW
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee will travel to Houston and Dallas for multiple WVU business meetings including 1. meeting with the University of Houston president to discuss the science consortium partnership/Corbin Valley; 2. Continued conversation with Mr. Corby Robertson regarding the donation of land for the creation of an educational campus and teaching hospital at Canaan Valley and 3. meeting with the Hamilton Healthbox Team regarding healthcare at Corbin Valley. 4. College Football Playoffs Board Meeting of which President Gee is a member.	4
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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: 6/18/2021

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation: 6/18/2021

Printed name:     Amy Garbrick    

*Updated: 12/29/2014*