

West Virginia University Airplane Reservation Form

1. General business purpose for trip: WV County Tour- Raleigh and Fayette

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

3. Destination airport (if known): BKW

4. Destination address: BKW airport

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

1	6/18/2021	MGW		BKW
2	6/18/2021	BKW		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 County Tour for the State of WV, passengers will travel to Raleigh and Fayette counties to participate in meetings related to: the New River Gorge National Park and Preserve, meetings with local and community partners, media interviews, meetings related to the program impacts of the WVU programming provided at the Summit Bechtel Reserve with donors Brad and Alys Smith	3, 4, 6
2	Ann Berry		WVU VP UR/Outreach	University Relations		
3	Elizabeth Vitullo		Assistant Dean of Strategic Initiatives/ B&E	Provost's Office		
4	Travis Mollohan		WVU Government Relations	Strategic Initiatives		
5	April Kaul Stolzenback		WVU News Service	University Relations		
6	Danny Twilley		WVU Smith Outdoor Education Dev. Collaborative	Provost's Office		
7						

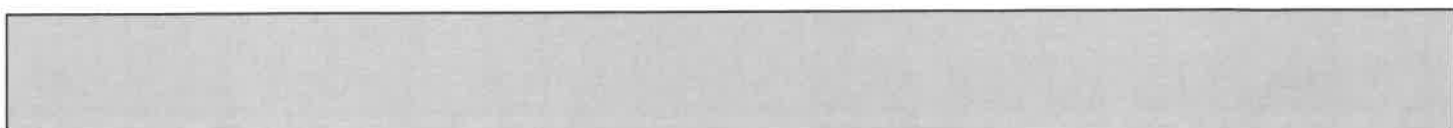
5. Lead passenger name / cell number: Gee- on file

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: 6/17/2021



For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation: 6/17/2021

Printed name: Amy Garbrick

Updated: 12/29/2014