

**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): Phoenix, Dallas, Houston
4. Destination address: \_\_\_\_\_

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

|   |            |     |  |     |
|---|------------|-----|--|-----|
| 1 | 10/10/2021 | MGW |  | PHX |
| 2 | 10/12/2021 | PHX |  | DFW |
| 3 | 10/13/2021 | DFW |  | HOU |
| 4 | 10/14/2021 | HOU |  | MGW |

|   | Name                        | Cell number | Department  | VP Division      | Business Justification  | Code |
|---|-----------------------------|-------------|---|------------------|---|------|
| 1 | Gordon Gee-<br>all legs     |             | WVU president   | President Office | Travel to Phoenix AZ to represent WVU at the Big 12 Board of Directors meeting as well as represent WVU at the retirement event honoring Oklahoma State University President Burns Hargis, and his wife Ann. President Hargis was the president of OSU for nearly 13 years. The event will be attended by multiple university presidents and their spouses. President Gee and Greg Corio will also travel to Dallas TX the National Boy Scouts of America Executive Board meeting, of which Gee is a member. Additional meetings in Houston related to: 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 | 4    |
| 2 | Greg Corio-<br>legs 3 and 4 |             | Assistant Vice President for the Outdoor Economic Development Collaborative | Academic Affairs |   |      |
| 3 |                             |             |   |                  |   |      |
| 4 |                             |             |   |                  |   |      |
| 5 |                             |             |   |                  |   |      |
| 6 |                             |             |   |                  |   |      |
| 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: 10/7/2021

For internal use:

9. Approved by WVU President's Office:

AG

Date sent to LJ Aviation: 10/7/2021

Printed name: Amy Garbrick

Updated: 12/29/2014