

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Higher education matters, collaborations and national issues impacting colleges and universities _____
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	10/3/2021	MGW		CMH and return
2				
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU president	President's Office	Meeting with the president of Ohio State University regarding Higher education matters, collaborations and national issues impacting colleges and universities	4

1. Lead passenger name / cell number: Gee- on file _____
2. 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: _____
3. Catering:
 - No catering required.
 - Catering is required. Details: _____
4. Signature of WVU President, Vice President, Chancellor or designee:

X AG Printed: Amy Garbrick Date: 10/1/2021

For internal use:

5. Approved by WVU President's Office: AG Date sent to LJ Aviation: 10/1/2021
- Printed name: Amy Garbrick Updated: 12/29/2014