

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Meet with members of the WV legislature; participate in check presentation to WVU Tech by a donor _____
2. Department contact/ phone number: Amy 3-8763 _____
3. Destination airport (if known): CRW _____
4. Destination address: CRW airport _____

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

1	10/8/2021	MGW		CRW
2	10/8/2021	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President's Office	President's Office	Passengers will travel to Charleston, WV to meet with members of the WV legislature on matters related to WVU. They will also participate in a check presentation by a donor to WVU Tech. The gift will support scholarships and emergency resources for students in need at WVU Tech.	2, 4
2	Jim Hoyer		WVU VP for Economic Innovation	President's Office		
3	April Kaul		Exec Director, WVU News	University Relations		
4	Travis Mollohan		State Government Relations	Strategic Initiatives		
5	Sarah Biller		Exec Director, Vantage Ventures	President's Office		

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: Rental car _____
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 _____	<i>Updated: 12/29/2014</i>