

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Multiple meetings related to economic development in WV as well as attend the University of Austin inauguration; meeting with WVU alum and donor
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): AUS
4. Destination address: AUS airport

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

1	11/11/21	MGW		AUG
2	11/11/21	AUS		HOU
3	11/12/21	HOU		MGW
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Travel to Austin and Houston, TX for multiple meetings related to the continued work of the Virgin Hyperloop economic development project in WV as well as to speak at the inauguration at the University of Austin, as well as attend events associated with the inauguration. Additionally, pax will meet with a WVU donor and alum in Houston.	4
2	Sarah Biller		Exec Dir, Vantage Ventures	Chambers College / Academic Affairs		

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:

AG Printed: Amy Garbrick Date: 11/3/21

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation: 11/3/2021

Printed name: Amy Garbrick Updated: 12/29/2014