

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Attend the College Football Playoff Board of Managers Meeting
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Indianapolis
4. Destination address: CRW airport

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

1	Jan 10 2022	MGW		IND
2	Jan 10 2022	IND		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee will travel to IND to attend the College Football Playoff Board of Managers Meeting to participate in his role as a Board member.	4
2						

1. Lead passenger name / cell number: Gordon 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:
 AG Printed: Amy Garbrick Date: 01/07/2022

For internal use:

5. Approved by WVU President's Office: AG Date sent to LJ Aviation 01/07/2022
 Printed name: Amy Garbrick Updated: 12/29/2014