

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Meetings with legislators during the legislative session; Student recruitment;

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 11 2022	MGW		CRW
2	Jan 12 2022	CRW		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 CRW to attend meetings with legislators during the legislative session. He will also attend a Chamber of Commerce meeting, followed by a student recruitment visit at George Washington High School as well as a meeting with the Kanawha Co Schools superintendent, along with other local school officials.	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: 01/10/2022

For internal use:

5. Approved by WVU President's Office: AG Date sent to LJ Aviation 01/10/2022

Printed name: Amy Garbrick

Updated: 12/29/2014