

**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: <u>AG</u>	Date sent to LJ Aviation <u>01/10/2022</u>
Printed name: <u>Amy Garbrick</u>	<i>Updated: 12/29/2014</i>