

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Travel to Charleston to represent WVU at the WV Senate Finance Budget Hearing _____
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	2/3/2022	MGW		CRW
2	2/3/2022	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's office	Travel to Charleston to represent WVU at the WV Senate Finance Budget Hearing, which has a direct impact on WVU's budget.	2
2						

1. Lead passenger name / cell number: Gordon Gee _____
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: 2/2/2022 _____

For internal use:

5. Approved by WVU President's Office: AG Date sent to LJ Aviation: 2/2/2022 _____
 Printed name: Amy Garbrick _____ Updated: 12/29/2014