


West Virginia University Airplane Reservation Form

1. General business purpose for trip: multi-purpose. See below.
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW and Huntington
4. Destination address: CRW and Huntington airports

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	2/7/2022	MGW		CRW
2	2/7/2022	CRW		MGW- no passengers
3	2/7/2022	MGW		Huntington
4	2/7/2022	Huntington		CRW
5	2/7/2022	CRW		MGW

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Jim Hoyer	Legs 1 and 5	WVU VP for Economic Development	President's Office	Jim Hoyer and Sarah Biller will travel to CRW for a meeting related to the WVU / Berkshire Hathaway Energy partnership to advance rare earth metal extraction technology and commercialization. Gee, Twilley, Vitullo and Strager will travel to participate in the press conference for Coalfield Development at the WestEdge Factory in Huntington. WVU and Coalfield Development are partners on a major federal funding initiative called the ACT (Appalachian Climate Technology) Now Coalition. The mayors of Charleston and Huntington, as well as MU President Brad Smith will also attend the event.	4
2	Sarah Biller	Legs 1 and 5	Exec Director of Vantage Ventures	Academic Affairs		
3	President Gordon Gee	Legs 3, 4, 5	WVU President	President's Office		
4	Danny Twilley	Legs 3, 4, 5	Assistant Vice President of Economic, Community and Asset Development for the Brad and Alys Smith Outdoor Economic Development Collaborative	Academic Affairs		
5	Elizabeth Vitullo	Legs 3, 4, 5	Assistant Dean of Strategic Initiatives, Chambers College of B&E	Academic Affairs		
6	Michael Strager	Legs 3, 4, 5	Professor of Resource Economics, Davis College	Academic Affairs		

5. Lead passenger name / cell number: Gordon Gee 
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:

X AG Printed: Amy Garbrick Date: 2/6/2022

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation: 2/6/2022

Printed name: Amy Garbrick

Updated: 12/29/2014