

**West Virginia University Airplane Reservation Form**

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

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	Jan 21 2021	MGW		Frankfurt KY
2	Jan 21 2021	Frankfurt KY		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU president	President's Office	Passengers will travel for meeting at the Kentucky Division of Laboratory Services with the purpose to join West Virginia legislators, policymakers, and administrators to tour Kentucky's consolidate state labs concept.	4
2	Mark Gavin		ASSOCIATE PROVOST FOR ACADEMIC BUDGET, FACILITIES AND STRATEGIC INITIATIVES	Academic Affairs		
3	Darrell Donahue		WVU Dean of Davis College of Ag, Natural Resources and Design	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:  
 AG Printed: Amy Garbrick Date: 01/20/2022

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation: 01/20/2022  
 Printed name: Amy Garbrick Updated: 12/29/2014