

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Donor relations meeting
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CMH
4. Destination address: CMH airport

Leg: Trip date: Departure City: Departure Time: Arrival City:

1	01/30/2022	MGW		CMH
2	01/30/2022	CMH		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 Columbus for a meeting with a potential donor interested in investing in broadband in WV, as well as to discuss opportunities to get involved with Vantage Ventures at WVU.	4

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: 01/28/2022

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation: 01/28/2022
 Printed name: Amy Garbrick Updated: 12/29/2014