

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Meeting with WV legislators during the WV legislative session
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	2/1/2022	MGW		CRW
2	2/1/2022	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU president	President's Office	President Gee and Ann Berry will travel to Charleston, WV to meet with legislators during the WV legislative session.	4
2	Ann Berry		AVP for University Relations / Outreach	University Relations		

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: 1/31/2022

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation: 1/31/2022

Printed name: Amy Garbrick

Updated: 12/29/2014