


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): CRW
4. Destination address: CRW airport

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	2/24/2022	MGW		CRW
2	2/24/2022	CRw		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 Charleston WV for a meeting regarding developing entrepreneurial skills in the next generation of West Virginians. A New York City based company called NextGen has interest in bringing its platform and network into West Virginia. Marshall University President Brad Smith a various WV legislators and officials will join for the collaborative meeting.	4
2						

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: 2/23/2022

For internal use:	
9. Approved by WVU President's Office: <u>AG</u>	Date sent to LJ Aviation: <u>2/23/2022</u>
Printed name: <u>Amy Garbrick</u>	<i>Updated: 12/29/2014</i>