

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Travel for a meeting related to the WVU / Berkshire Hathaway Energy partnership to advance rare earth metal extraction technology and commercialization.
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	2/25/2022	MGW		CRW
2	2/25/2022	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Jim Hoyer		WVU Vice President for Economic Development		Travel for a meeting related to the WVU / Berkshire Hathaway Energy partnership to advance rare earth metal extraction technology and commercialization.	4
2	Sarah Biller		Executive Director of Vantage Ventures			

5. Lead passenger name / cell number: Jim Hoyer
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: 2/24/2022

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation: 2/24/2022  
 Printed name: Amy Garbrick Updated: 12/29/2014