

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Represent WVU at a meeting with WV Speaker Craig Blair and other legislators, along with Tawian Ambassador Hsiao Bi-khim _____
2. Department contact/ phone number: Amy 3-8763 _____
3. Destination airport (if known): CRW _____
4. Destination address: CRW _____

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

1	2/22/22	MGW		CRW
2	2/22/22	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 CRW to represent WVU at an event with multiple WV legislators as well as Taiwan Ambassador Hsiao Bi-khim regarding possible future collaborations and partnerships as a Sister State, as all as collaborations with the Taipei Economic and Cultural Representative Office (TECRO) in the US .	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:

AG Printed: Amy Garbrick Date: 2/21/2022 _____

For internal use:	
9. Approved by WVU President's Office: _____ AG _____	Date sent to LJ Aviation: 2/21/2022 _____
Printed name: ___Amy Garbrick_____	<i>Updated: 12/29/2014</i>