

**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): CMH
4. Destination address: CMH airport

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	3/16/2022	MGW		CMH and return
2				
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	travel for various WVU meetings including: 1. to meet with potential donors regarding continued discussion of broadband opportunities in WV as well as 2. to discuss collaborative research opportunities and 3. To discuss higher education initiatives	4
2						

5. Lead passenger name / cell number: Gordon Gee [REDACTED]

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. Signature of WVU President, Vice President, Chancellor or designee:

AG

Printed: Amy Garbrick

Date: 3/15/2022

For internal use:

8. Approved by WVU President's Office:

AG

Date sent to LJ Aviation: 3/15/2022

Printed name: Amy Garbrick

*Updated: 12/29/2014*