

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Donor Relations, National 4-H Board of Directors meeting
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Scottsdale, AZ; Tucson, AZ
4. Destination address: Scottsdale, AZ; Tucson, AZ

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

1	3/22/2022	MGW		Scottsdale AZ
2	3/22/2022	Scottsdale		Tucson AZ
3	3/24/2022	Tucson AZ		MGW
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	President Gee	All legs	WVU President's Office	President's Office	Travel for a meeting with high-level donor regarding a multi-million-dollar gift to the Chambers College of Business and Economics. National 4-H Board of Directors meetings and associated events.	4
2	Josh Hall	Leg 1	Chambers College of Business and Economics Dean	Academic Affairs		
3	Cate Johnson	Leg 2	Assistant Professor, Assistant Department Chair Chambers College of B&E	Academic Affairs		
4	Dave Johnson	Leg 2	B&E faculty prospect	Academic Affairs		

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

AG Printed: Amy Garbrick Date: 3/21/2022

For internal use:

8. Approved by WVU President's Office: AG Date sent to LJ Aviation: 3/21/2022

Printed name: Amy Garbrick

Updated: 12/29/2014