


West Virginia University Airplane Reservation Form

1. General business purpose for trip: Donor relations
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): various cities below
4. Destination address: _____

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

1	July 10 2022	MGW		CRW
2	7/10/2022	CRW		San Jose CA
3	7/12/2022	San Jose CA		Teterboro NJ (NYC)
4	7/13/2022	Teterboro		IAD
5	7/14/2022	IAD		CRW
6	7/14/2022	CRW		MGW

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE	All legs	WVU President	WVU President's Office	State leaders worked closely with private industry and the local institutions of higher learning (Marshall and WVU) to better understand the needs of employers, engage in meaningful dialogue with them to seek to understand their needs, and then tailor the State's approach and game plans (educational focus, policies, etc.) to meet employers' needs. The social impact is the added benefit of leveling the playing field of opportunity for a state whose citizens have historically been overlooked and underserved for far too long . We will be making a trip to Washington DC, New York and the Silicon Valley to conduct these sessions. This group will meet with CEO's and venture capitalists (along with university donors and alums) to learn more about potential partnerships and possible State collaborations.	2, 4
2	Sarah Biller	Legs 2-6	Executive Director of Vantage Ventures	WVU President's Office		
3	Brad Smith	Legs 2-6	Marshall University President	WVU President's Office		
4	Roger Hanshaw	Legs 2-6	Speaker of the West Virginia House of Delegates	WVU President's Office		
5	Ann Ali	Legs 2-6	Director of Communications and Deputy Chief of Staff, WV House of Delegates	WVU President's Office		
6	Mitch Carmichael	Legs 2-6	Secretary, West Virginia Department of Economic Development	WVU President's Office		
7	Craig Blair	Legs 2-6	President of the West Virginia Senate	WVU President's Office		
8	Sarah Stewart	Legs 2-6	Chief Counsel, West Virginia Senate	WVU President's Office		

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: 7/8/2022

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation: 7/8/2022
Printed name: Amy Garbrick Updated: 12/29/2014