

West Virginia University Airplane Reservation Form

1. General business purpose for trip; Travel for meetings of the Big 12
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): DFW
4. Destination address: _____

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

1	June 1 2022	MGW		DFW
2	June 2 2022	DFW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE	Leg 1	WVU President	President's Office	Travel to represent WVU at the Big 12 Board of Directors meeting and related events	4
2	LAURIE ANN ERICKSON	Leg 1	WVU First Lady	President's Office		
3	SHANE LYONS	Leg 2	WVU Athletic Director	Athletics		
4	KELI MARIE ZINN	Leg 2	WVU Athletics staff	Athletics		
5	MARIA KOLAR	Leg 2	WVU Athletics staff	Athletics		
6	MICHAEL FRAGALE	Leg 2	WVU Athletics staff	Athletics		

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. Catering:

No catering required.

Catering is required. Details: _____

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

AG Printed: Amy Garbrick Date: 5/31/2022

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation: 5/31/2022

Printed name: Amy Garbrick

Updated: 12/29/2014