

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Travel related to Big 12, see below
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 26 2022	MGW		DFW
2	June 27 2022	DFW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE		WVU President	President's Office	Travel for President Gee to attend interviews, deliberation and selection of a new Big 12 conference commissioner.	4
2						
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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:

X AG Printed: Amy Garbrick Date: 6/24/2022

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation: 6/24/2022

Printed name: Amy Garbrick Updated: 12/29/2014