

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Country Roads tour, and other state-wide visits
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: _____

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

| | | | | |
|---|--------------|-----|--|-----|
| 1 | June 15 2022 | MGW | | CRW |
| 2 | June 16 2022 | CRW | | MGW |
| 3 | | | | |
| 4 | | | | |

| | Name | Cell number | Department | VP Division | Business Justification | Code |
|---|----------------------|-------------|--|-----------------------|---|------|
| 1 | DR GORDON GEE | | WVU President | President's Office | Travel as part of the WVU Country Roads Scholars Tour, hosted by WVU Provost Maryanne Reed. Passengers traveled to Charleston, WV to the Culture Center for an event with Chelsea Ruby from the WV Dept of Tourism, a visit to the State Capitol, a visit to West Side businesses with Charleston Mayor Amy Schuler Goodwin, meetings with State senators, and a visit with incoming WVUF Scholar Luke Graham. The Country Roads Scholar Tour is a two-day program sponsored by the WVU Provost's office and WVU Extension that will allow faculty to gain insight into West Virginia Industries, communities, and culture. | 4, 6 |
| 2 | ANN BAILEY BERRY | | WVU AVP/ University Relations Outreach | University Relations | | |
| 3 | TRAVIS TODD MOLLOHAN | | WVU Director of State Government Relations | Strategic Initiatives | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |

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: _____

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Printed: Amy Garbrick

Date: 6/14/2022

For internal use:

9. Approved by WVU President's Office:

AG

Date sent to LJ Aviation: 6/14/2022

Printed name: Amy Garbrick

Updated: 12/29/2014