

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Meeting with University of Cincinnati leadership
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Covington KY
4. Destination address: _____

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	June 29 2022	MGW		Covington KY
2	June 29 2022	Covington KY		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 and Provost Maryanne Reed to the University of Cincinnati to meet with their leadership team and discuss possible collaborations.	4
2	Maryanne Reed		WVU Provost	WVU Provost's Office		
3						
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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:

X _____ AG Printed: Amy Garbrick Date: 6/28/2022

For internal use:	
9. Approved by WVU President's Office: _____ AG _____	Date sent to LJ Aviation: 6/28/2022 _____
Printed name: <u>Amy Garbrick</u>	<i>Updated: 12/29/2014</i>