West Virginia University Airplane Reservation Form

1. General business purpose for trip: Charleston Rotary event, Thomas Health event
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: CRW

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	8/1/2022	MGW		CRW and return

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE		WVU President	President's Office	WVU travel group will visit the Charleston Rotary Luncheon. President Gee will speak on a variety of topics including academics, finance and athletics. They will also attend an event at Thomas Health with their Board, senior management and department directors. Thomas Health is now under the WVU Medicine umbrella through a new partnership in 2022.	4
2	TRAVIS TODD MOLLOHAN		Director of WVU Gov't Relations	Strategic Initiatives		
3	ALBERT LEROY WRIGHT JR		WVU Health System President and CEO	WVU Health System		
4	CARMEN NICHOLE BURRELL		Division Chief of Ambulatory Operations Medical Director, Urgent Care, Student Health Services & International Travel Clinic	President's Office		
5	ANN BAILEY BERRY		WVU AVP for University Relations/Outreach	University Relations		
6	APRIL KAULL STOLZENBACH		WVU Director of News	University Relations		

5. Lead passenger name / cell number: Gordon Gee [redacted]
6. Ground transportation:
   X____ 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:
   _X_ No catering required.
   ____ Catering is required. Details: _____
8. Signature of WVU President, Vice President, Chancellor or designee:

   X AG Printed: Amy Garbrick Date 7/29/2022

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 7/29/2022

Printed name: ___Amy Garbrick_____ *Updated: 12/29/2014*