

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: WV County Tour – Kanawha, Mason, Raleigh counties
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Beckley and Charleston, WV
4. Destination address: \_\_\_\_\_

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

1	July 6 2022	MGW		BKW
2	July 7 2022	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE		WVU President	President's Office	WV County Tour – Kanawha, Raleigh and Mason Counties. Included: Pt. Pleasant, WV. The WVU travel group met with the Mason County Board of Education, commissioners, mayor, senators, delegates and WVU Extension faculty while on this trip; met with WVU Tech president, faculty and staff; met with State legislators regarding matters related to WVU.	4
2	Ann Berry		WVU AVP for Outreach / University Relations	University Relations		
3	Travis Mollohan		WVU State Government Relations	Strategic Initiatives		
4						
5						
6						

5. Lead passenger name / cell number: Gordon Gee
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: 7/5/2022

For internal use:

9. Approved by WVU President's Office: AG                      Date sent to LJ Aviation: 7/5/2022

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