

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Donor relations
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): LWB
4. Destination address: _____

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	July 1 1022	MGW		LWB
2				
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE		WVU President	President's Office	Travel to White Sulphur Springs for multiple donor relations meetings on behalf of WVU.	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: 6/30/2022

For internal use:	
9. Approved by WVU President's Office: <u>AG</u>	Date sent to LJ Aviation: <u>6/30/2022</u>
Printed name: <u>Amy Garbrick</u>	<i>Updated: 12/29/2014</i>