

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 20 2022	MGW	LWB
2			
3			
4			

Leg	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE		WVU President	President's Office	President Gee will travel to White Sulphur Springs for various donor relations meetings over multiple days including hosting donors for continued discussion on building economic investment in West Virginia (cultivation).	4
2						
3						
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:

AG Printed: Amy Garbrick Date: 7/19/2022

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation: 7/19/2022
- Printed name: Amy Garbrick Updated: 12/29/2014