

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Donor relations and WV Business Roundtable as well as WV Business Hall of Fame (part of WV Business Summit). _____
2. Department contact/ phone number: Amy 3-8763 _____
3. Destination airport (if known): LWB _____
4. Destination address: LWB airport _____

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

1	8/30/2022	MGW		LWB
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4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE		WVU President	President's Office	Travel to Lewisburg, WV to attend multiple donor relations meetings over the course of multiple days as well as represent WVU by speaking at multiple events including the WV Business Roundtable as well as the WV Business Hall of Fame (all events as part of the Annual WV Business Summit).	4
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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:
 AG Printed: Amy Garbrick Date 8/29/2022

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 8/29/2022
- Printed name: Amy Garbrick Updated: 12/29/2014