

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Student recruiting
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): MRB
4. Destination address: MRB airport

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

1	10.05.2022	MGW		MRB – and return
2				
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE		WVU President	President's Office	WVU travel group to Martinsburg, WV. President Gee, Ann Berry, Ken Blemings, and students Laasya Chennuru and Laya Chennuru will travel to Martinsburg for a recruiting event at Martinsburg High School with senior students, faculty and staff. They will also meet with WV Senator Charles Trump while on the trip.	4
2	ANN BERRY		Assistant Vice President for Outreach	University Relations		
3	LAYA CHENNURU		2022 Foundation Scholar / WVU student	President's Office		
4	LAASYA CHENNURU		2021 Foundation Scholar / WVU student	President's Office		
5	KENNETH BLEMINES		Dean, The Honors College	Provost's Office		
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:
 - ☒ AG Printed: Amy Garbrick Date 10.4.2022

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 10.4.2022
- Printed name: Amy Garbrick Updated: 12/29/2014