

West Virginia University Airplane Reservation Form

1. General business purpose for trip: WV County Tour – McDowell County
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): BKW
4. Destination address: BKW airport

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

1	10.07.2022	MGW		BKW and return
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	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE	[REDACTED]	WVU President	President's Office	WVU travel group to Beckley, WV as part of President Gee's 2022 County Tour to McDowell County, WV. President Gee, Ann Berry, Liz Viutllo, Autumn Cypres, Byrcen Kuenzel and Danny Twilley will travel to Welch, WV in McDowell County. They will meet with the McDowell County Commission on Aging and then visit Mt. View High School. They will have lunch with community members and local leaders, 4-H leaders and students, HSTA students and local legislators. They will also meet with the mayor of Welch.	4
2	ANN BERRY		Assistant Vice President for Outreach	University Relations		
3	ELIZABETH VITULLO		Assistant Dean of Strategic Initiatives-Chambers	Provost's Office		
4	AUTUMN TOOMS CYPRES		Dean, College of Applied Human Sciences	Provost's Office		
5	BRYCEN KUENZEL		Graduate student, College of Applied Human Sciences			
6	DANNY TWILLEY		Assistant Vice President of Economic, Community and Asset Development	Provost's Office		

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 10.6.2022

For internal use:	
9. Approved by WVU President's Office: <u>AG</u>	Date sent to LJ Aviation <u>10.6.2022</u>
Printed name: <u>Amy Garbrick</u>	<i>Updated: 12/29/2014</i>