

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Big 12 Board of Directors
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): DFW
4. Destination address: DFW

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

1	10.09.2022	MGW		DFW
2	10.10.2022	DFW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE	[REDACTED]	WVU President	President's Office	Travel for President Gee and Shane Lyons to attend the Big 12 Board of Directors meeting in Dallas, TX.	4
2	SHANE LYONS	[REDACTED]	Director of Intercollegiate Athletics and Associate Vice President	President's Office		
3						
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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 10.7.2022

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 10.7.2022

Printed name: Amy Garbrick

Updated: 12/29/2014