

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Investiture Ceremony
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Norfolk VA
4. Destination address: Norfolk VA

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

1	10.20.2022	MGW		Norfolk VA
2	10.21.2022	Norfolk VA		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 to Norfolk VA as the keynote speaker at the Investiture Ceremony for Brian Hemphill at Old Dominion University. President Gee will speak on his experience in higher education spanning more than four decades.	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:

X AG Printed: Amy Garbrick Date 10.19.2022

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 10.19.2022

Printed name: Amy Garbrick

Updated: 12/29/2014