

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: multi-purpose—see below
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Greenbrier Valley Airport
4. Destination address: Lewisburg, WV and Beckley, WV

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	11.03.2022	MGW		LWB
2	11.04.2022	MGW		BKW
3	11.4.2022	BKW		MGW
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE	Leg 1, 3	WVU President	President's Office	President Gee and Mrs. Erickson will fly to LWB for a donor relations event on 11/3. Alsop, Berry and Martin will fly MGW to BKW on 11/4 (Gee and Erickson will meet them there via car) for the retirement event of WVU Tech President Carolyn Long. All passengers will return BKW to MGW following the event with WVU faculty, staff, alumni, students, and donors.	4
2	LAURIE ERICKSON	Leg 1, 3	WVU First Lady	President's Office		
3	JAME ROBERT ALSOP	Leg 2, 3	VP for Strategic Initiatives	Strategic Initiatives		
4	ANN BERRY	Leg 2, 3	Asst. VP for Outreach	University Relations		
5	SHARON MARTIN	Leg 2, 3	VP for UR & Enrollments Mngt.	University Relations		
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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 11.2.2022

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 11.2.2022

Printed name: Amy Garbrick Updated: 12/29/2014