

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Travel regarding State legislative matters related to WVU
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: CRW airport

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

1	10.04.2022	MGW		CRW and return
2				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE		WVU President	President's Office	Travel for WVU group to Charleston, WV. President Gee, Travis Mollohan, Rob Alsop, Stephanie Taylor and Rocco Fuccilo will travel for a meeting with the WV Attorney General, meeting with WV Governor Jim Justice, and a meeting with Senators Blair and Tarr. All meetings are regarding State legislative matters related to West Virginia University. They will also attend an event with a WVU Tech donor while in Charleston	4
2	TRAVIS MOLLOHAN		Director of Government Relations	Strategic Initiatives		
3	STEPHANIE TAYLOR		Vice President and General Council	President's Office		
4	JAMES ALSOP		Vice President for Strategic Initiatives	Strategic Initiatives		
5	ROCCO FUCILLO		State Corporate & Community Relations Specialist	Government Relations		
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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:

X AG Printed: Amy Garbrick Date 10/3/2022

For internal use:

9. Approved by WVU President's Office: _____ AG Date sent to LJ Aviation 10/3/2022

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