

**West Virginia University Airplane Reservation Form**

General business purpose for trip: . State policymakers and education and economic development leaders traveled to jointly promote and expand investment opportunities in WV.

1. Department contact/ phone number: Amy 3-8763
2. Destination airport (if known): CRW, then CLT
3. Destination address: CRW, then CLT

| Leg: | Trip date: | Departure City: | Departure Time: | Arrival City: |
|------|------------|-----------------|-----------------|---------------|
| 1    | 12.01.2022 | MGW             |                 | CRW           |
| 2    | 12.01.2022 | CRW             |                 | CLT           |
| 3    | 12.01.2022 | CLT             |                 | CRW           |
| 4    | 12.01.2022 | CRW             |                 | MGW           |

|   | Name                  | Cell number | Department                             | VP Division        | Business Justification  | Code |
|---|-----------------------|-------------|--|--------------------|---|------|
| 1 | DR GORDON GEE         | All legs    | WVU President                          | President's Office | <b>State policymakers and education and economic development leaders traveled to jointly promote and expand investment opportunities in WV.</b> | 4    |
| 2 | MS SARAH BILLER       | All legs    | Executive Director of Vantage Ventures | President's Office |   |      |
| 3 | DELEGATE CLAY RILEY   | All legs    | WV House of Delegates, District 72     | President's Office |   |      |
| 4 | PRESIDENT BRAD SMITH  | Legs 2, 3   | Marshall University President          | President's Office |   |      |
| 5 | SPEAKER ROGER HANSHAW | Legs 2, 3   | WV Speaker of the House                | President's Office |   |      |
| 6 | SENATOR JACK WOODRUM  | Legs 2, 3   | WV State Senate, District 10           | President's Office |   |      |
| 7 | DELEGATE VERNON CRISS | Legs 2, 3   | WV House of Delegates, District 12     | President's Office |   |      |
| 8 | SENATOR ERIC TARR     | Legs 2, 3   | WV State Senate, District 4            | President's Office |   |      |

4. Lead passenger name / cell number: Gordon Gee [REDACTED]
5. 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: \_\_\_\_\_
6. Catering:
  - No catering required.
  - Catering is required. Details: \_\_\_\_\_
7. Signature of WVU President, Vice President, Chancellor or designee:
 

AG Printed: Amy Garbrick Date 11.30.2022

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| For internal use:                                |  |
| 8. Approved by WVU President's Office: <u>AG</u> | Date sent to LJ Aviation <u>11.30.2022</u> |
| Printed name: <u>Amy Garbrick</u>                | <i>Updated: 12/29/2014</i>                 |