

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): Dulles International Airport
4. Destination address: Sterling, VA/Charleston, WV/Morgantown, WV

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

1	01.23.2023	MGW	6:30PM	IAD
2	01.24.2023	IAD	6:00PM	MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE	Leg 1, 2	WVU President	President's Office	Travel to Washington DC and return for President Gee as he is the Council for Higher Education Accreditation Plenary speaker on the topic of: "Today's Higher Education Landscape: Navigating Change With Maintaining Quality." He will also meet with with WV's Congressional Senators Capito and Manchin on matters related to West Virginia University and higher education.	4
2						
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:

X AG Printed: Amy Garbrick Date 1.22.2023

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 1.22.2023
- Printed name: Amy Garbrick *Updated: 12/29/2014*