

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Meetings regarding higher education
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CMH
4. Destination address: CMH

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

1	10.16.2022	MGW		CMH and return
2				
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 discuss national higher education strategies and federal issues that impact higher education.	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:
 AG Printed: Amy Garbrick Date 10.14.2022

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 10.14.2022

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