



West Virginia University Airplane Reservation Form

1. General business purpose for trip: Meeting was related to recruitment efforts for high-level position in the WVU Department of Intercollegiate Athletics. _____
2. Department contact/ phone number: Amy 3-8763 _____
3. Destination airport (if known): Hartsfield-Jackson Atlanta Intl. Airport _____
4. Destination address: Atlanta, GA _____

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

1	11.27.2022	MGW		ATL
2	11.27.2022	ATL		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE		WVU President	President's Office	Meetings related to recruitment efforts for high-level position in the WVU Department of Intercollegiate Athletics.	4,6
2	JAMES ALSOP		Vice President for Strategic Initiatives	Strategic Initiatives		
3	DIANE LEWIS		Former WVU Board of Governors, Higher Edu Policy Commission	President's Office		
4	RICK PILL		WVU Board of Governors	President's Office		
5	MARIA KOLAR		WVU Faculty Athletics Representative, Big 12 Conference	President's Office		
6						

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:

_____ AG Printed: Amy Garbrick Date _____

For internal use:

9. Approved by WVU President's Office: _____ AG Date sent to LJ Aviation 11.26.2022 _____
- Printed name: Amy Garbrick_11.26.2022 _____ Updated: _____
- 12/29/2014