

West Virginia University Airplane Reservation Form

1. General business purpose for trip: National 4-H Board meeting and donor cultivation
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Teterboro Airport
4. Destination address: Teterboro, NJ

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	12.07.2022	MGW		TEB
2	12.08.2022	TEB		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE		WVU President	President's Office	Travel to New York City for a meeting of the National 4-H Board of Directors, of which President Gee is a member. While in New York, President Gee and Mrs. Erickson will also attend a donor cultivation meeting.	4
2	LAURIE ERICKSON		WVU First Lady	President's Office		
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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:
X AG Printed: Amy Garbrick Date 12.6.2022

For internal use:	
9. Approved by WVU President's Office: _____	AG Date sent to LJ Aviation <u>12.6.2022</u>
Printed name: <u>Amy Garbrick</u>	<i>Updated: 12/29/2014</i>