


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): WV Intl. Yeager Airport/Raleigh County Memorial Airport
4. Destination address: Charleston, WV/Beckley, WV/Charleston, WV/Morgantown, WV

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

1	01.27.2023	MGW	9:15AM	CRW
2	01.27.2023	CRW	10:15AM	BKW
3	01.27.2023	BKW	3:00PM	CRW
4	01.27.2023	CRW	3:45OM	MGW

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE	Leg, 1,2,3,4	WVU President	President's Office	Beckley: Travel for Princeton Community Hospital Ribbon Cutting event as they become members of WVU Medicine. Both President Gee and Albert will speak at the event.	4
2	ALBERT WRIGHT	Leg, 1,2,3,4	President & CEO of WVU Health System	WVU Health System		
3	JAMES HOYER	Leg 1, 4	Vice President for Economic Innovation	Strategic Initiatives		
4					Charleston: meet with the Speaker of the House and the Finance Chair on matters related to the DHHR.	
5						
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 1.26.2023

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 1.26.2023
 Printed name: Amy Garbrick Updated: 12/29/2014