

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): Manhattan Regional Airport
4. Destination address: Manhattan, KS/Dallas, TX/Houston, TX

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	01.19.2023	MGW	3:45PM	MHK
2	01.20.2023	MHK	4:00PM	DAL
3	01.21.2023	DAL	3:00PM	HOU
4	01.22.2023	HOU	11:30AM	MGW

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE	Leg 1,2,3,4	WVU President	President's Office	Multi-purpose trip: speaking engagement on "The Past, Present and Future of Higher Education" on the campus of Kansas State University as well as multiple meetings with KSU administrators regarding higher education; Dallas, TX for a meeting with approximately 10 colleague presidents and consultant to discuss national strategies and initiatives related to intercollegiate athletics; Houston TX for a WVU donor meeting as well as a meeting with the president of the University of Houston, Renu Khator, on issues related to 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:

X AG Printed: Amy Garbrick Date 01.18.2023

For internal use:	
9. Approved by WVU President's Office: <u>AG</u>	Date sent to LJ Aviation <u>01.18.2023</u>
Printed name: <u>Amy Garbrick</u>	<i>Updated: 12/29/2014</i>