



**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