

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Travel to Senate Committee on Finance Budget Hearing; Travel to the Big 12 Board of Directors meeting.
2. Department contact/ phone number: Amy Garbrick
3. Destination airport (if known): WV Intl. Yeager Airport/Dallas Forth Worth Intl. Airport
4. Destination address: Charleston, WV/DFW Airport, TX

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	02.02.2023	MGW	1:30PM	CRW
2	02.02.2023	CRW	5:30PM	DFW
3	02.03.2023	DFW	4:00PM	MGW
4				

	Name	Cell Number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE	Leg 1,2,3	WVU President	President's Office	Multi-purpose trip: Travel to represent WVU and speak at the Senate Committee on Finance Budget Hearing in Charleston; Travel to and from the Big 12 Board of Director's meeting.	4
2	WREN BAKER	Leg 3	Vice President and Director of Athletics	Intercollegiate Athletics		
3						
4						
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:
 

X                      AG                      Printed: Amy Garbrick                      Date 2.1.2023

For internal use:	
9. Approved by WVU President's Office: <u>AG</u>	Date sent to LJ Aviation <u>2.1.2023</u>
Printed name: <u>Amy Garbrick</u>	<i>Updated: 12/29/2014</i>