

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Multi-purpose. See below.
2. Department contact/ phone number: Amy Garbrick [REDACTED]
3. Destination airport (if known): West Virginia International Yeager Airport
4. Destination address: 100 Airport Road #175, Charleston, WV 25311

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	02.08.2023	MGW	10:45AM	CRW
2	02.08.2023	CRW	7:30PM	MGW
3				
4				

	Name	Cell Number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE	Leg 1, 2	WVU President	President's Office	Multi-purpose: 1. Meetings with State legislators as well as Governor Justice on matters related to WVU during the legislative session; 2. Student recruitment event in Charleston for Kanawha Valley students.	4
2	COREY FARRIS	Leg 1, 2	Dean of Students	Provost's Office		
3	ROCCO FUCILLO	Leg 1, 2	Sr. Advisor & Director of State Relations	Government Relations		
4	KEN BLEMINGS	Leg 2	Dean of Honors College	Provost's Office		
5						
6						

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 02.07.2023

For internal use:	
9. Approved by WVU President's Office: <u>AG</u>	Date sent to LJ Aviation <u>02.07.2023</u>
Printed name: <u>Amy Garbrick</u>	<i>Updated: 12/29/2014</i>