West Virginia University Airplane Reservation Form

1. General business purpose for trip: Travel to attend official event at the invitation of WV Governor Justice. Passengers will interact with state and local officials regarding both state and university legislative initiatives.

2. Department contact/ phone number: Amy 3-8763

3. Destination airport (if known): West Virginia International Yeager Airport

4. Destination address: Charleston, WV

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	12.15.2022	MGW		CRW
2	12.15.2022	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE		WVU President	President's Office	Travel to attend official event at the invitation of WV Governor Justice. Passengers will interact with state and local officials regarding both state and university legislative initiatives.	4
2	TRAVIS MOLLOHAN		Director of Government Relations	Strategic Initiatives		
3	LINDSEY MOLLOHAN			Strategic Initiatives		
4						
5						
6						

5. Lead passenger name / cell number: Gordon Gee [redacted]

6. Ground transportation:
   X____ 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:
   _X_ No catering required.
   ____ Catering is required. Details: _____

8. Signature of WVU President, Vice President, Chancellor or designee:

   X AG Printed: Amy Garbrick Date 12.14.2022

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 12.14.2022

Printed name: ___Amy Garbrick_____ *Updated: 12/29/2014*