


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): Yeager Airport/Albany Intl./Morgantown Municipal
4. Destination address: Charleston, WV/Albany, NY/Charleston, WV/Morgantown, WV

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	01.26.2023	MGW	9:15AM	CRW
2	01.26.2023	CRW	10:30AM	ALB
3	01.26.2023	ALB	4:30PM	CRW
4	01.26.2023	CRW	6:30PM	MGW

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE	Leg 1, 4	WVU President	President's Office	Charleston purpose: 1. Meetings with legislators during the legislative session; 2. student recruitment visit.; 3. Attend State Chamber Legislative Reception	4
2	ANN BAILEY BERRY	Leg 1, 4	Assistant Vice President for Outreach	University Relations		
3	ROCCO FUCILLO	Leg 1, 4	Sr Advisor and Director of State Relations	Government Relations		
4	JAMES HOYER	Leg1,2,3,4	Vice President for Economic Innovation	Strategic Initiatives	Albany purpose: Provide support to the WV Economic Development Office to recruit Plug Power to locate a manufacturing facility in WV.	
5	MITCH CARMICHAEL	Leg 2, 3	Secretary, WV Economic Development	West Virginia Government		
6	ANDREW ROBINSON	Leg 2, 3	Director of Economic Development	West Virginia Government		
7	GLENN JEFFERIES	Leg 2, 3	WV Senator	West Virginia Government		

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 01.25.2023

For internal use:	
9. Approved by WVU President's Office: <u>AG</u>	Date sent to LJ Aviation <u>01.25.2023</u>
Printed name: <u>Amy Garbrick</u>	<i>Updated: 12/29/2014</i>