


**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Travel for a recognition event in honor of WVU men's basketball coach Bob Huggins at the WV state legislature. Governor Justice will deliver a proclamation to Coach Huggins in recognition of his induction to the Basketball Hall of Fame. \_\_\_\_\_
2. Department contact/ phone number: Amy 3-8763
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	01.17.2023	MGW	8:45AM	CRW
2				
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	WREN BAKER	Leg 1	Vice President & Director of Athletics	Intercollegiate Athletics	Travel for a recognition event in honor of WVU men's basketball coach Bob Huggins at the WV state legislature. Governor Justice will deliver a proclamation to Coach Huggins in recognition of his induction to the Basketball Hall of Fame.	4
2	BOBBY HUGGINS	Leg 1	Head Coach, Men's Basketball	Intercollegiate Athletics		
3	CARSON REYNOLDS	Leg 1	Assistant Director of Creative Content	Intercollegiate Athletics		
4	BRYAN MESSERLY	Leg 1	Associate Athletic Director-Communications	Intercollegiate Athletics		
5						
6						

5. Lead passenger name / cell number: Coach Bobby Huggins 
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 1.16.2023

For internal use:

9. Approved by WVU President's Office: AG                      Date sent to LJ Aviation 1.16.2023
- Printed name: Amy Garbrick                      Updated: 12/29/2014