


**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Economic development. See below.
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	01.09.2023	MGW	9:45AM	CRW
2	01.09.2023	CRW	4:30PM	MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE	Leg 1,2	WVU President	President's Office	Travel to represent WVU at an event with Bill Gates on January 9, 2023. The Gates visit to WV is to showcase West Virginia's deep history in the energy industry and potential for future innovative energy opportunities. The overall agenda includes a lunch, hosted by West Virginia University, in which President Gee will speak.	4
2	SARAH BILLER	Leg 1,2	Executive Director Vantage Ventures	President's Office		
3	JAMES HOYER	Leg 1,2	Vice President for Economic Innovation	Strategic Initiatives		
4	DANNY TWILLEY	Leg 1,2	Asst. VP of Economic, Community & Asset Development	Provost's Office		
5	SAM TAYLOR	Leg 1,2	Asst. Director at WVU Energy Institute			
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 \_\_\_\_\_

For internal use:

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