

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Attend various meetings with legislators during the legislative session; represent WVU at the Governor's Annual State of the State Address. _____
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	01.11.2023	MGW	11:30AM	CRW
2	01.11.2023	CRW	9:00PM	MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE	Leg 1,2	WVU President	President's Office	Attend various meetings with legislators during the legislative session; represent WVU at the Governor's Annual State of the State Address.	4
2	CLAY MARSH	Leg 1,2	Chancellor & Ex. Dean for Health Sciences	School of Medicine		
3	JAMES HOYER	Leg 1,2	Vice President for Economic Innovation	Strategic Initiatives		
4						
5						
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:

AG Printed: Amy Garbrick Date 01.10.23

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 01.10.23
- Printed name: Amy Garbrick Updated: 12/29/2014