

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Multipurpose trip. See below.
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Raleigh County Memorial Airport/Yeager Intl. Airport
4. Destination address: Beckley, WV/Charleston, WV

Leg: Trip date: Departure City: Departure Time: Arrival City:

1	01.30.2023	MGW	3:00PM	BKW
2	01.30.2023	BKW	7:30PM	CRW
3	01.30.2023	CRW		MGW (Plane diverted to Latrobe)
4	01.31.2023	CRW		MGW (Cancelled due to ice)

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE	Leg 1,2,4	WVU President	President's Office	Beckley: Travel for Welcome Event for new WVU Tech campus president Dr. Stuart (hosted by President Gee and Provost Reed) attended by WVU students, faculty, staff, community members, alums and donors. Both President Gee and Provost Reed spoke at the event. Charleston: meetings with legislators during the legislative reception during WVU Day at the State Capitol. Also attend the "Universities United Legislative Reception" with representatives from Marshall University.	4
2	MARYANNE REED	Leg 1,2,3	Provost and VP for Academic Affairs	Provost's Office		
3	KELLY SAUNDERS FLANAGAN	Leg 1,2,3	Director, University Events	President's Office		
4	CLAY MARSH	Leg 1,2,4	Chancellor & Executive Dean for Health Sciences	WVU School of Medicine		
5	GREG CORIO	Leg 1,2,3	Asst. VP for Outdoor Youth Advocacy & Initiatives	Provost's Office		
6	ANN BAILEY BERRY	Leg 1,2,4	Assistant Vice President for Outreach	University Relations		

5. Lead passenger name / cell number: Gordon Gee [REDACTED]
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 01.29.2023

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 01.29.2023
- Printed name: Amy Garbrick *Updated: 12/29/2014*