


West Virginia University Airplane Reservation Form

1. General business purpose for trip: Return travel from Charleston following ice-storm
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Morgantown Municipal Airport
4. Destination address: Morgantown, WV

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	02.01.2023	CRW	9:00AM	MGW (1/31 flight cancelled due to ice)
2				
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE	Leg 1	WVU President	President's Office	Return travel was originally scheduled for Jan. 31, however due to an ice storm, the return had to be delayed to the following morning: Feb. 1. Purpose for overall travel below. 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	CLAY MARSH	Leg 1	Chancellor & Executive Dean for Health Sciences	WVU School of Medicine		
3	ANN BAILEY BERRY	Leg 1	Assistant Vice President for Outreach	University Relations		
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:

X AG Printed: Amy Garbrick Date 1/30/2023

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 1/30/2023

Printed name: Amy Garbrick

Updated: 12/29/2014