

West Virginia University Airplane Reservation Form

1. General business purpose for trip: To enhance state education outcomes (see below)
2. Department contact/ phone number: Amy Garbrick [REDACTED]
3. Destination airport (if known): Yeager Airport/Seattle-Tacoma Intl./Mgtn. Municipal
4. Destination address: Charleston, WV/Seattle, WA/Morgantown, WV

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	06.25.2023	MGW	11:00AM	CRW
2	06.25.2023	CRW	12:00PM	SEA
3	06.29.2023	SEA	10:00AM	CRW
4	06.29.2023	CRW	5:30PM	MGW

	Name	Cell Number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE	Leg 1, 2,3,4	WVU President	President's Office	Choose WV Tour-- WVU partnering with state policymakers and legislative leaders to promote WV through investments and ideas to improve and enhance state education outcomes. Note: Dr. Jeff Coben joined this already existing flight from CRW to MGW as he returned to campus from his duties as Interim Secretary of WV DHHR. 6/29/2023—AG	4
2	SARAH BILLER	Leg 1, 2,3,4	Executive Director	Vantage Ventures		
3	BRAD SMITH	Leg 2, 3	Marshall President	Marshall University		
4	ERICK CAGE	Leg 2, 3	Interim President	WV State University		
5	CRAIG BLAIR	Leg 2, 3	President, WV Senate	WV Legislature		
6	MITCH CARMICHAEL	Leg 2, 3	Secretary, WV Dept. of Economic Development	WV Legislature		
7	JAMES BAILEY	Leg 2, 3	Secretary, WV Dept. of Commerce	WV Legislature		
8	GLENN JEFFERIES	Leg 2, 3	West Virginia State Senate	WV Legislature		
9	JACK WOODRUM	Leg 2, 3	West Virginia State Senate	WV Legislature		
10	JEFF COBEN	Leg 4 only	Interim Secretary of the West Virginia Department of Health and Human Resources	WVU HSC		

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 6/24/2023 Date _____

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 6/24/2023
Printed name: Amy Garbrick Updated: 12/29/2014