


West Virginia University Airplane Reservation Form

1. General business purpose for trip: see below
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Chicago Midway International Airport
4. Destination address: 5700 S Cicero Avenue/Chicago, IL 60638

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	03.10.2023	MGW	4:45PM	MDW
2	03.12.2023	MDW	11:00AM	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 meet with Higher Learning Commission leadership and staff regarding national accreditation and higher education issues as well as WVU's own accreditation process in context of University embarking upon potentially historic changes.	4
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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 3.9.2023

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 3.9.2023

Printed name: Amy Garbrick Updated: 12/29/2014