

West Virginia University Airplane Reservation Form

General business purpose for trip: Speak and engage at annual Mountaineer Athletic Club Charleston Scholarship Dinner.

- 1. Department contact/ phone number: Amy Garbrick [REDACTED]
- 2. Destination airport (if known): West Virginia International Yeager Airport
- 3. Destination address: 100 Airport Road #175, Charleston, WV 25311

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	04.24.2023	MGW	6:00PM	CRW
2	04.24.2023	CRW	9:30PM	MGW
3				
4				

	Name	Cell Number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE	Leg 1, 2	WVU President	President's Office	Speak and engage at annual Mountaineer Athletic Club Charleston Scholarship Dinner.	4
2	CINDI ROTH	Leg 1, 2	WVU Foundation President	WVU Foundation		
3	BJ DAVISSON	Leg 1, 2	WVU Foundation Vice President	WVU Foundation		
4	WREN BAKER	Leg 2	WVU Vice President & Director of Athletics	Intercollegiate Athletics		
5	MARK KELLOGG	Leg 2	Women's Head Basketball Coach	Intercollegiate Athletics		
6						

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

5. 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: _____

6. Catering:

- No catering required.
- Catering is required. Details: _____

7. Signature of WVU President, Vice President, Chancellor or designee:

AG Printed: Amy Garbrick Date 4/23/2023

For internal use:

8. Approved by WVU President's Office: AG Date sent to LJ Aviation 4/23/2023

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