


West Virginia University Airplane Reservation Form

1. General business purpose for trip: Travel to support legislative efforts to develop next generation power in WV at the request of the WV Senate President. _____
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): John Glenn Columbus
4. Destination address: 4130 East 5th Avenue/Columbus, OH 43219

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	03.29.2023	MGW	9:00AM	CMH
2	03.29.2023	CMH	2:00PM	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 support legislative efforts to develop next generation power in WV at the request of the WV Senate President.	2
2	JAMES HOYER	Leg 1,2	Vice President for Economic Innovation	Strategic Initiatives		
3	GLENN JEFFERIES	Leg 1,2	WV State Senator	WV Legislature		
4	CRAIG BLAIR	Leg 1,2	President of the WV Senate	WV Legislature		
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 3.28.23

For internal use:	
9. Approved by WVU President's Office: <u>AG</u>	Date sent to LJ Aviation <u>3.28.23</u>
Printed name: <u>Amy Garbrick</u>	<i>Updated: 12/29/2014</i>