


West Virginia University Airplane Reservation Form

1. General business purpose for trip: see below
2. Department contact/ phone number: Amy Garbrick 3-8763
3. Destination airport (if known): Dulles International Airport
4. Destination address: 1 Saarinen Circle/Dulles, VA 20166

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	05.16.2023	MGW	9:00AM	IAD
2	05.16.2023	IAD	4:00PM	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 Washington DC for various meetings including: a national media interview with the Chronicle of Higher Education on the value and perceptions of higher education as well as a meeting with Gallup leadership for an interview and taping for a "Gallup Leading with Strengths" series.	4
2	SHARON MARTIN	Leg 1, 2	VP of University Relations & Enrollment Management	University Relations		
3	ANN BERRY	Leg 1,2	Assistant VP for Outreach	University Relations		
4	APRIL KAULL STOLSENBACH	Leg 1, 2	Director of News	University Relations		
5	WHITNEY GODWIN	Leg 1, 2	Project Manager, Enrollment Management	University Relations		
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 _____

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 5/15/2023

Printed name: Amy Garbrick 5/15/2023 *Updated: 12/29/2014*