


West Virginia University Airplane Reservation Form

1. General business purpose for trip: State Government relations. See below.
2. Department contact/ phone number: Amy Garbrick 3-8763
3. Destination airport (if known): Greenbrier Valley Airport
4. Destination address: 558 Airport Road/Lewisburg, WV 24901

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	04.27.2023	MGW	3:45PM	LWB
2	04.27.2023	LWB	6:00PM	MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE	Leg 1	WVU President	President's Office	Attend press announcement at the request and invitation of WV Governor Jim Justice. The press announcement was attended by WV elected officials and other statewide leaders and featured discussions with policymakers on how to continue moving WV forward.	4
2	DR CLAY MARSH	Leg 1, 2	Chancellor & Executive Dean	HSC Administration		
3	JAMES HOYER	Leg 1, 2	VP for Start Up WV	Strategic Initiatives		
4	DR ALBERT WRIGHT	Leg 1, 2	President & CEO, WVU Health System	WVU Health System		
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 _____

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