

**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): Mid-Ohio Valley Regional Airport
4. Destination address: Williamstown, WV

Leg: Trip date: Departure City: Departure Time: Arrival City:

1	05.02.2023	MGW	3:15PM	PKB
2	05.02.2023	PKB	8:00PM	MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE	Leg 1, 2	WVU President	President's Office	President Gee will be the keynote speaker at the Boy Scouts of America Buckskin Council Community dinner on May 2. He will speak to many community and business leaders who support Scouting in WV and help bring its benefits to our youth. He will also speak about the partnership between the BSA and the Summit Bechtel Reserve high adventure base located in southern WV.	4
2	TRAVIS MOLLOHAN	Leg 1, 2	Director of Government Relations	Government Relations		
3	APRIL KAULL STOLZENBACH	Leg 1, 2	Executive Director of News	University Relations		
4	ANN BAILEY BERRY	Leg 1, 2	Asst. VP for Outreach	University Relations		
5						
6						

5. Lead passenger name / cell number: Gordon Gee [REDACTED]
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:  
 AG Printed: Amy Garbrick Date 5/2/2023

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 5/2/2023
- Printed name: Amy Garbrick Updated: 12/29/2014