

West Virginia University Airplane Reservation Form

General business purpose for trip: Return trip Morgantown to Lufkin, TX: This group traveled from

1. Lufkin, Texas to Morgantown, WV to attend various meetings and events with WVU constituents and donors on campus. _____
2. Department contact/ phone number: Amy Garbrick 3-8763 _____
3. Destination airport (if known): Angelina County Airport _____
4. Destination address: 800 Airport Boulevard/ Diboll, TX 75941 _____

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

1	04.06.2023	MGW	1:00PM	LFK
2				
3				
4				
5				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	WREN BAKER	Leg 1	Vice President and Director of Athletics	Intercollegiate Athletics	Return trip Morgantown to Lufkin, TX: This group traveled from Lufkin, Texas to Morgantown, WV to attend various meetings and events with WVU constituents and donors on campus.	4
2	TRISHA KELLOGG	Leg 1	Spouse of incoming Women's Head BB coach	Intercollegiate Athletics		
3	CAMDEN KELLOGG	Leg 1	Child	Intercollegiate Athletics		
4	KAYLI KELLOGG	Leg 1	Child	Intercollegiate Athletics		
5						
6						

5. Lead passenger name / cell number: Wren Baker _____ 

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 4/5/2023

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 4/5/2023
 Printed name: Amy Garbrick Updated: 12/29/2014