

West Virginia University Airplane Reservation Form

1. General business purpose for trip: see below
2. Department contact/ phone number: Amy Garbrick
3. Destination airport (if known): South Bend International Airport
4. Destination address: 4477 Progress Drive/South Bend, IN 46628

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	05.30.2023	LWB		SBN
2	05.30.2023	SBN		LWB
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 discuss national athletic issues including strategic discussions with the President and Chair of the NCAA.	4
2	LINDA LIVINGSTONE	Leg 1, 2	Baylor University President	Big 12 Conference		
3						
4						
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 5/30/2023

For internal use:	
9. Approved by WVU President's Office: <u>AG</u>	Date sent to LJ Aviation <u>5/30/2023</u>
Printed name: <u>Amy Garbrick</u>	<i>Updated: 12/29/2014</i>