

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): Greenbrier Valley Airport LWB
4. Destination address: 558 Airport Road, Lewisburg, WV 24901

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	05.23.2023	MGW	9:45AM	LWB
2	05.23.2023	LWB		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 for WV County Tour- Monroe County. Travelers: President Gee, Ann Berry, Jorge Atilas, Ken Blemings, Jennifer Williams. Passengers will travel to Monroe County to meet with WVU Extension agents as well as local county commissioners, host lunch with local leaders, students and families, visit the Mountaineer Farm Center with a WVU alum. Also meet with the National Champion 4-H Land Judging team and families.	4
2	Dr. Jorge Atilas	Leg 1, 2	WVU Dean of Extension & Engagement	Provost's Office		
3	Jennifer Williams	Leg 1, 2	WVU Extension Associate Dean	Extension		
4	Ann Bailey Berry	Leg 1, 2	Asst. VP for Outreach	University Relations		
5	Dr. Ken Blemings	Leg 1, 2	WVU Dean of Honors College	Provost's Office		
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 5/23/2023

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 5/23/2023
- Printed name: Amy Garbrick Updated: 12/29/2014