

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Multipurpose. See below.
2. Department contact/ phone number: Amy Garbrick 293-8763
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	08.29.2023	MGW	12:00PM	LWB
2				
3				
4				

	Name	Cell Number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE	Leg 1	WVU President	President's Office	Multi-purpose: 1. Multiple donor relations meetings; 2. Annual WV Business Summit (including WV Business Roundtable and WV Business Hall of Fame). President Gee, and all passengers, had multiple speaking engagements with various State leaders during this four-day event.	4
2	CLAY MARSH	Leg 1	Chancellor & Executive Dean for Health Sciences	West Virginia University Health Sciences		
3	JOHN (JACK) G. THOMPSON III	Leg 1	Director of WVU Corporate Relations	Strategic Initiatives		
4	ELIZABETH VITULLO	Leg 1	Assistant Dean for Strategic Initiatives	Chamber's College of Business & Economics/ Provost's Office		
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:

X AG Printed: Amy Garbrick Date 8/28/2023

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 8/28/2023

Printed name: Amy Garbrick *Updated: 12/29/2014*