

West Virginia University Airplane Reservation Form

General business purpose for trip: Recruitment efforts for high-level position in the WVU Department of Intercollegiate Athletics.

1. Department contact/ phone number: Amy Garbrick [REDACTED]
2. Destination airport (if known): Pellston Regional Airport
3. Destination address: US 31 Highway/Pellston, MI 49769

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	06.21.2023	MGW	11:00AM	PLN
2	06.21.2023	PLN	6:00PM	MGW
3				
4				

	Name	Cell Number	Department	VP Division	Business Justification	Code
1	Wren Baker	Leg 1, 2	VP and Director of Athletics	Intercollegiate Athletics	Recruitment efforts for high-level position in the WVU Department of Intercollegiate Athletics.	4
2	Steve Uryasz	Leg 1, 2	Deputy Athletics Director	Intercollegiate Athletics		
3						
4						
5						
6						

4. Lead passenger name / cell number: Wren Baker
5. 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: _____
6. Catering:
 - No catering required.
 - Catering is required. Details: _____
7. Signature of WVU President, Vice President, Chancellor or designee:

X AG Printed: Amy Garbrick 6.20.2023 Date _____

For internal use:

8. Approved by WVU President's Office: AG 6.20.2023 Date sent to LJ Aviation _____

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