

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/Yeager/Mgtn. Municipal
4. Destination address: Lewisburg, WV/Charleston, WV/Morgantown, WV

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	07.13.2023	MGW		LWB
2	07.13.2023	LWB		CRW
3	07/13/2023	CRW		MGW
4				

	Name	Cell Number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE	Leg 2, 3	WVU President	President's Office	Jim Hoyer and Clay Marsh will travel to Charleston, WV (via LWB) to attend a meeting with the Governor's Office as well as to meet with State Economic Development Chair and the WV Chamber of Commerce regarding Work Force Development. President Gee and Ann Berry traveled from Lewisburg (following two days of WV County Tour visits in Grant and Greenbrier Counties) to Charleston to meet with a WV State Senator on matters related to WVU as well as other local business leaders, as well as to meet with a WVU Foundation Scholar from George Washington High School.	4
2	ANN BERRY	Leg 2, 3	Asst. VP for Outreach	University Relations		
3	JIM HOYER	All legs	VP for Economic Innovation	Strategic Initiatives		
4	CLAY MARSH	All legs	Chancellor and Executive Dean	AVP Health Sciences		
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 7/12/2023

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 7/12/2023

Printed name: Amy Garbrick

Updated: 12/29/2014