

**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): West Virginia International Yeager Airport
4. Destination address: 100 Airport Road #175, Charleston, WV 25311

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	07.19.2023	MGW	2:30PM	CRW
2	07.19.2023	CRW	5:30PM	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 to Charleston WV at the request of Legislative leadership and State Commerce to participate in discussions on State energy strategy and nuclear energy and manufacturing.	4
2	JIM HOYER	Leg 1, 2	VP for Economic Innovation	Strategic Initiatives		
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:  
 AG Printed: Amy Garbrick Date 7/18/2023

For internal use:	
9. Approved by WVU President's Office: <u>AG</u>	Date sent to LJ Aviation <u>7/18/2023</u>
Printed name: <u>Amy Garbrick</u>	<i>Updated: 12/29/2014</i>