

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Travel for WV County Tour – Raleigh & Fayette
2. Department contact/ phone number: Amy Garbrick 293-8763
3. Destination airport (if known): Raleigh County Memorial Airport
4. Destination address: 176 Airport Road #105, Beaver, WV 25813

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	08.02.2023	MGW	9:45AM	BKW
2	08.02.2023	BKW	4:30PM	MGW

	Name	Cell Number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE	Leg 1	WVU President	President's Office	Group will travel to Raleigh and Fayette counties as part of the 2023 WV County tour. They will attend a ribbon cutting event for the Rahall Congressional Archives in Beckley, WV (President Gee will provide remarks), hear about the overview of trail planning/vision efforts as well as connect with local community leaders including Fayetteville mayor, city manager, city council, etc., see some of the work WVU is doing with Ascend, engage in conversation about outdoor recreation industry jobs and training needs, visit Fayetteville Town Park, School and Co-working space,	4
2	ANN BAILEY BERRY	Leg 1, 2	Asst. VP for Outreach	University Relations		
3	TRAVIS MOLLOHAN	Leg 1, 2	Director of Government Relations	Government Relations		
4	DANNY TWILLEY	Leg 1, 2	Asst. VP of Economic, Community & Asset Development	Provost's Office		
5	ELIZABETH VITULLO	Leg 1, 2	Asst. Dean for Strategic Initiatives	Strategic Initiatives		
6	ANDY WILLIAMSOM	Leg 1, 2	Director of Outdoor Community Development	Outdoor Economic Development Collaborative		

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 8/1/2023

For internal use:	
9. Approved by WVU President's Office: <u>AG</u>	Date sent to LJ Aviation <u>8/1/2023</u>
Printed name: <u>Amy Garbrick</u>	<i>Updated: 12/29/2014</i>