

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: WV Broadband Summit: Connecting WV Communities.
2. Department contact/ phone number: Amy Garbrick [REDACTED]
3. Destination airport (if known): WV International Yeager Airport
4. Destination address: 100 Airport Road #175/Charleston, WV 25311

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	07.26.2023	LWB	10:30AM	CRW
2	07.26.2023	CRW	3:30PM	MGW
3				
4				

	Name	Cell Number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE	Leg 1, 2	WVU President	President's Office	President Gee will join Governor Justice and Cabinet Secretary Mitch Carmichael to provide keynote remarks on day 2 at the WV Broadband Summit: Connecting WV Communities. Remarks titled "WV's Billion Dollar Broadband Strategy" will focus on affirming WVU's commitment to this statewide effort and that West Virginia University is working to advance education, healthcare and prosperity for all through access and opportunity.	4
2	ANN BERRY	Leg 1, 2	Asst. VP for Outreach	University Relations		
3						
4						
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 7/25/2023

For internal use:	
9. Approved by WVU President's Office: <u>AG</u>	Date sent to LJ Aviation <u>7/25/2023</u>
Printed name: <u>Amy Garbrick</u>	<i>Updated: 12/29/2014</i>