

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: See below
2. Department contact/ phone number: Amy Garbrick 293-8763
3. Destination airport (if known): John Glenn Columbus Intl. Airport
4. Destination address: 4600 International Gateway/Columbus, OH 43219

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	08.13.2023	MGW	11:00AM	CMH
2	08.13.2023	CMH	6:00PM	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 travel to Columbus OH for a meeting related to the WVU / Battelle partnership and Battelle opening a lab in Morgantown, WV, which would have significant economic impact.	4
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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:
 

AG Printed: Amy Garbrick Date 8/11/2023

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 8/11/2023

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