

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: State relations
2. Department contact/ phone number: Amy Garbrick 293-8763
3. Destination airport (if known): Greenbrier Valley Airport LWB
4. Destination address: 558 Airport Road, Lewisburg, WV 24901

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	08.17.2023	MGW	10:00AM	LWB
2	08.17.2023	LWB	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	Travel for State relations at the WV State Fair in Lewisburg, WV. WVU travel group will visit the WVU tent/display and interact with WVU alums, donors, students, potential students, local leaders and members of the legislature.	4
2	ANN BAILEY BERRY	Leg 1, 2	Asst. VP for Outreach	University Relations		
3	JORGE ATILES	Leg 1, 2	Dean, WVU Extension	Provost's Office		
4	MIKEL HAGER	Leg 1, 2	WVU Mountaineer Mascot	Division of Student Life		
5	CLAY MARSH	Leg 1, 2	Chancellor & Executive Dean, WVU HSC	Health Sciences Administration		
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 8/16/2023

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 8/16/2023

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