

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Economic development (below)
2. Department contact/ phone number: Amy Garbrick 293-8763
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	08.10.2023	MGW	12:30PM	CRW
2	08.10.2023	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	To attend planning meetings with Amazon and State officials to discuss strategic partnerships to improve agency efficiencies and enhance economic development initiatives.	4
2	ELIZABETH VITULLO	Leg 1, 2	Asst. Dean for Strategic Initiatives	Chamber's College of Business & Economics		
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:

AG Printed: Amy Garbrick Date 8/9/2023

For internal use:

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

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