

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Meeting to discuss national higher education issues
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	10.10.2023	MGW	4:00PM	CMH
2	10.10.2023	CMH	8:30PM	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 to Columbus for a meeting with a group of college presidents to discuss national higher education issues that institutions are facing.	4
2	LAURIE ERICKSON	Leg 1, 2	WVU First Lady	President's Office		
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 10.09.2023

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 10.09.2023

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