

West Virginia University Airplane Reservation Form

1. General business purpose for trip: College Football Playoff Search Committee Interviews
2. Department contact/ phone number: Amy Garbrick 293-8763
3. Destination airport (if known): Dallas-Fort Worth
4. Destination address: 1816 N. 24th Avenue/Dallas, TX 75261

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	11.07.2023	MGW	6:00PM	DFW
2	11.08.2023	DFW	5:00PM	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 Dallas, TX to participate in in-person interviews for the position of executive director of the College Football Playoffs.	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:

X AG Printed: Amy Garbrick Date 11.6.2023

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 11.6.2023

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