

West Virginia University Airplane Reservation Form

1. General business purpose for trip: State and donor relations
2. Department contact/ phone number: Amy Garbrick 293-8763
3. Destination airport (if known): Eastern WV Regional Airport FBO Terminal
4. Destination address: 170 Aviation Way/Martinsburg, WV 25405

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	10.26.2023	MGW	9:15 AM	MRB
2	10.26.2023	MRB	4:00 PM	MGW
3				
4				

Code	Name	Cell Number	Department	VP Division	Business Justification
4	DR GORDON GEE	Leg 1, 2	WVU President	President's Office	Travel to eastern panhandle of WV where President Gee will speak at the Martinsburg Rotary meeting on building a University that is increasingly relevant to the needs of today's students and our global society; the group will also tour the Rockwool Plant with Delegate Paul Espinosa. The Rockwool manufacturing facility represents a \$203 million investment in the Jefferson County community, bringing well-paying jobs and meaningful career opportunities, and a commitment to environmental stewardship in the region.
	ANN BERRY	Leg 1, 2	Asst. VP for Outreach	University Relations	
	TRAVIS MOLLOHAN	Leg 1, 2	Director of Government Relations	WVU Government Relations	

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 10.25.2023

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 10.25.2023

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