

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Various WVU business meetings in Columbus—see below
2. Department contact/ phone number: Amy Garbrick 293-8763
3. Destination airport (if known): John Glenn Columbus Airport
4. Destination address: 4160 East 5<sup>th</sup> Avenue/Columbus, OH 43219

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	11.12.2023	MGW	10:00AM	CMH
2	11.12.2023	CMH	6:00PM	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 Columbus to participate in various WVU business meetings including: 1. Meeting regarding possibly monetizing the WVU parking system; 2. Continued discussion regarding ARCH 2 and possible collaboration on medical research; 3. Potential WVU Donor visit	4
2						
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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 11.10.2023

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 11.10.2023

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