

West Virginia University Airplane Reservation Form

1. General business purpose for trip: President Gee, Cindi Roth, Laura Tuel, Clay Marsh and Robin Yorty will attend various donor relations meetings in California. Meetings are with donors, alums, and potential donors in the San Francisco, Burbank, Los Angeles and Orange County areas _____
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): San Francisco, Burbank, Camarillo, Santa Ana/Orange County
4. Destination address: _____

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	7/7/2015	MGW		San Francisco
2	7/8/2015	SFO		Burbank
3	7/9/2015	Burbank		Camarillo
4		Camarillo		Santa Ana/Orange County
5	7/10/2015	Santa Ana/OC		MGW

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		President's Office	President's Office	See above	4
2	Cindi Roth		WVU Foundation	WVU Foundation		4
3	Laura Tuel		WVU Foundation	WVU Foundation		4
4	Robin Yorty		President's Office	President's Office		4
5	Clay Marsh		VP HSC	VP HSC		4

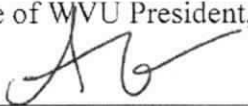
leg 2 only SFO to Burbank

5. Lead passenger name / cell number: _____ Gee- on file

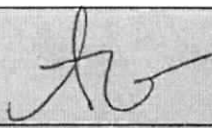
6. Ground transportation:
- _____ No ground transportation required.
- _____ I prefer to set up my own ground transportation.
- I prefer to have LJ Aviation set up ground transportation. Details: _____

7. Catering:
- No catering required.
- _____ Catering is required. Details: _____

8. Signature of WVU President, Vice President, Chancellor or designee:

 Printed: Amy Garbrick Date: 7/6/15

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 7/6/15

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