

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Two purposes: 1. Participate in two panel discussions on legal issues in college sports today. 2. Donor relations _____
2. Department contact/ phone number: Amy 3-8763 _____
3. Destination airport (if known): Charlotte, NC _____
4. Destination address: Charlotte, NC – then The Westin Charlotte _____

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	5/8/2016	MGW		Charlotte
2	5/9/2016	Charlotte		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Cadwalader and Moore & Van Allen will host a complimentary panel discussion featuring ESPN Analyst Jay Bilas, WVU President Gordon Gee, UNC system President Emeritus Tom Ross, and moderated by Ken Wainstein, Chair of Cadwalader's White Collar Defense & Investigations practice group. From the perspective of industry insider, institution, and investigator, speakers will: review current legal issues in the sports industry, discuss the challenges faced by organizations, universities, and other stakeholders amid changes, debate the merits of various legal challenges and offer insights of what the future may hold. While in Charlotte, President Gee and Mrs. Laurie Erickson will have dinner with WVU donors.	3, 4
2	Laurie Erickson		President's Office	President's office		3, 4

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

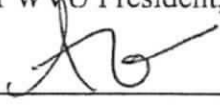
6. Ground transportation:
- No ground transportation required.
 - I prefer to set up my own ground transportation.
 - I prefer to have LJ Aviation set up ground transportation. Details: _____

7. Catering:

No catering required.

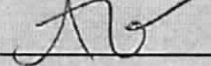
Catering is required. Details: _____

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

X  Printed: Amy Garbrick

Date: 5/5/14

For internal use:

9. Approved by WVU President's Office: 

Date sent to LJ Aviation: 5/5/14

Printed name: Amy Garbrick

Updated: 12/29/2014