

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Donor Relations
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Sarasota FL
4. Destination address: Sarasota airport FL

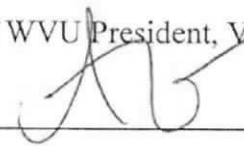
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	6/7/2016	MGW		Sarasota
2	6/7/2016	Sarasota		MGW
3				
4				

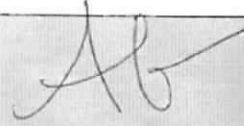
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Robin Yorty		Liaison to the WVU President	President's Office	Meetings with WVU donors in the Sarasota area.	4
2	Mike Shaw		WVU Foundation	WVU Foundation		
3	Jean DeLynn		WVU Donor	President's Office		

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: 6/6/14

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>6/6/14</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014