

**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): Boston/Logan
4. Destination address: Boston airport

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	5/20/2016	MGW		Boston/Logan
2	5/20/2016	Boston/Logan		MGW
3				
4				

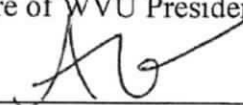
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee and WVU Foundation Senior VP of Development BJ Davisson will travel to Boston, MA to meet with a WVU donor/WVU Foundation Board member.	4
2	BJ Davisson (Bernard)		WVU Foundation Senior VP of Development	WVU Foundation		4

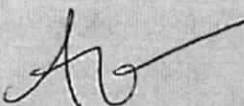
5. Lead passenger name / cell number: Gee- on file

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: 5/19/14

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>5/19/14</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014