

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Donor relations/fundraising
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): MGW to IAD
4. Destination address: IAD airport

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	7/5/2016	MGW		IAD
2	7/15/2016	IAD		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee	legs 1 and 2	WVU President	President's Office	Travel from Morgantown to Dulles airport for a commercial flight out of Dulles. Passengers are traveling overseas for a donor relations/fundraising trip with many other WVU donors. President Gee and Mrs. Erickson will travel back on 7/15. Robin and Mr. and Mrs. Hardesty will travel back separately.	4
2	Laurie Erickson	legs 1 and 2	Guest of WVU President/donor	President's Office		4
3	Robin Yorty	leg 1 only	Liaison to the WVU President	President's Office		4
4	David Hardesty	leg 1 only	WVU President Emeritus/donor	President's Office		4
5	Susan Hardesty		Spouse of WVU President Emeritus/donor	President's Office		4

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

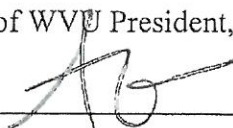
6. Ground transportation:
- No ground transportation required.
- I prefer to set up my own ground transportation.
- I prefer to have LJ Aviation set up ground transportation. Details: _____

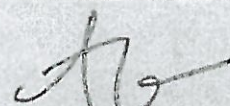
7. Catering:

No catering required.

Catering is required. Details: _____

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

X  Printed: Amy Garbrick Date: 7/1/14

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>7/1/14</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014