

West Virginia University Airplane Reservation Form

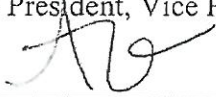
1. General business purpose for trip: Attend Alumni fundraiser
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: CRW Airport

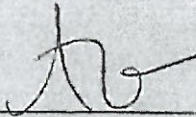
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	7/22/2016	MGW		CRW
2	7/22/2016	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee and Mrs. Erickson will travel to Charleston, WV and then on to Boone County, WV for the annual Boone County Pig Roast. This annual fundraiser is the Boone County Alumni Association Chapter's largest fundraising event. This money is earmarked for scholarships to WVU. Since the chapter's inception, more than 200 scholarships have been awarded.	6
2	Laurie Erickson		Guest of WVU President/donor	President's Office		6

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: 7/21/14

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>7/21/14</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014