

West Virginia University Airplane Reservation Form

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

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	10/5/2016	MGW	1200pm	Sarasota
2	10/6/2016	Sarasota	1030am	MGW
3				
4				

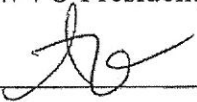
	Name	Cell number	Department	VP Division	Business Justification	Code
1	BJ Davisson		WVU Foundation Senior VP for Development	WVU Foundation	Multiple WVU donor meetings	4
2	Robin Yorty		Liaison to the President	WVU President's Office		4
3	Jean Delynn	Leg one only	Major WVU donor	President's Office		4

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

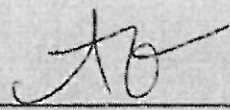
6. Ground transportation:
- No ground transportation required.
- I prefer to set up my own ground transportation.
- I prefer to have LJ Aviation set up ground transportation. Details: _____

7. Catering:
- No catering required.
- Catering is required. Details: _____

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

X  Printed: Amy Garbrick Date: 10/4/16

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 10/4/16

Printed name: Amy Garbrick Updated: 12/29/2014