West Virginia University Airplane Reservation Form

| Sarasota Sarasota | | 1 | . General | business purpo | ose for trip: Dono | r relations, Big 12 Bo | pard meeting | | |
|--|--|---|-------------------|------------------|--|------------------------|---|------|--|
| 4. Destination address: various airports below Leg: Trip date: Departure City: Departure Time: Arrival City: 1 | | 2 | . Departn | nent contact/ ph | ione number: Amy 3 | 3-8763 | | | |
| 4. Destination address: various airports below Leg: Trip date: Departure City: Departure Time: Arrival City: 1 | | | | | | | | | |
| Leg: Trip date: Departure City: Departure Time: Arrival City: | | 3 | | | | | | | |
| 1/31/2017 MGW West Palm Beach | | 4. | . Destina | tion address: v | rario <u>us airports belov</u> | W | | | |
| 1/31/2017 Naples Sarasota West Palm Dallas, then MGW. | I | ∟eg: | Trip dat | e: | Departure City: | Departure Time: | Arrival City: | | |
| 1/31/2017 Naples Sarasota West Palm Dallas, then MGW. | 1 | | | | MGW | | West Palm Beach | | |
| Solution Same Cell number Department VP Division Business Justification Code Gordon Gee WVU President President's Office President's Office President President's Office President President's Office President President's Office Office President's Office President's Office Offi | 2 | 1/31/2017 | | | West Palm | | Naples | | |
| Solution Same Cell number Department VP Division Business Justification Code Gordon Gee WVU President President's Office President's Office President President's Office President President's Office President President's Office Office President's Office President's Office Offi | 3 | 1/31/2017 | | | Naples | | Sarasota | | |
| Name Cell number Department VP Division Business Justification Code | 4 | | 2/1/2017 | | Sarasota | | West Palm | | |
| Name Cell number Department VP Division Business Justification Code Gordon Gee WVU President President's Office President's Office Yorty will travel to various locations in the state of Florida for meetings with major WVU donors as part of the Capital Campaign. From FL, President Gee and Robin will travel to validations Augustian Campaign of the State of Florida for meetings with major WVU donors as part of the Capital Campaign. From FL, President Gee and Robin will travel to Dallas, TX to participate in the Big 12 Board meeting, as well as meeting with a donor in Dallas. See on file Gee on f | | | | | West Palm | | Dallas, then MGW. | | |
| Gordon Gee | | | Name | Cell number | Department | VP Division | | Code | |
| Catering: X No catering required. Catering: X No catering is required. Catering is required. Amy Garbrick Catering is required. Amy Garbrick Catering is required. Amy Garbrick Date sent to LJ Aviation: Date sent to LJ Aviation | 1 | Go | rdon Gee | | WVU President | President's Office | | - | |
| President/ donor relations Laurie WVU First Lady/WVU donor President's Office Capital Campaign. From FL, President Gee and Robin will travel to Dallas, TX to participate in the Big 12 Board meeting, as well as meeting with a donor in Dallas. 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. X I prefer to have LJ Aviation set up ground transportation. Details: 7. Catering: X No catering required. Catering is required. Details: 8. Signature of WVU President, Vice President, Chancellor or designee: X Printed: Amy Garbrick Date: 1/27/17 For internal use: 9. Approved by WVU President's Office: Date sent to LJ Aviation: | 2 | Pohin Vorte | | | Linican to the | Procident's Office | | | |
| Telations Capital Campaign. From FL, President Gee and Robin will travel to Dallas, TX to participate in the Big 12 Board meeting, as well as meeting with a donor in Dallas. Some the property of the president of the Big 12 Board meeting, as well as meeting with a donor in Dallas. | 2 | Koi | om Torry | | | rtesident's Office | | 4 | |
| Laurie Erickson WVU First Lady/WVU donor President's Office Gee and Robin will travel to Dallas, TX to participate in the Big 12 Board meeting, as well as meeting with a donor in Dallas. See on file Gee on file | | | | | The second secon | | | | |
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| For internal use: 9. Approved by WVU President's Office: Date sent to LJ Aviation: | | | Marie I. | | | | | | |
| 9. Approved by WVU President's Office: Date sent to LJ Aviation: | | | <u>X</u> | 010 | Printed: Amy Garbrick | | Date: //27//7 | | |
| | | | For internal use: | | | | | | |
| Printed name:Amy Garbrick Updated: 12/29/2014 | 9. Approved by WVU President's Office: Date sent to LJ Aviation: | | | | | | | | |
| | | | Printed n | ame:Amy | Garbrick | | Updated: 12/29/20. | 14 | |