

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Donor relations, Big 12 Board meeting
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): various below
4. Destination address: various airports below

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	1/31/2017	MGW		West Palm Beach
2	1/31/2017	West Palm		Naples
3	1/31/2017	Naples		Sarasota
4	2/1/2017	Sarasota		West Palm

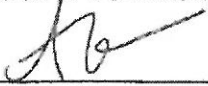
5 2/2/2017 West Palm Dallas, then MGW.


	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee, Mrs. Erickson and Robin 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 Dallas, TX to participate in the Big 12 Board meeting, as well as meeting with a donor in Dallas.	4
2	Robin Yorty		Liaison to the President/ donor relations	President's Office		4
3	Laurie Erickson		WVU First Lady/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:

 Printed: Amy Garbrick Date: 1/27/17

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>1/27/17</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014