

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Travel for WVU bowl game preparations
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Orlando, FL
4. Destination address: Orlando, FL

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	Dec. 7, 2016	MGW		Orlando/Exec Air
2	Dec. 8, 2016	Orlando/Exec Air		MGW

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Robin Yorty	[REDACTED]	Liaison to the President/Donor Relations	President's Office	Travel for WVU bowl game planning meetings at the site of the Russell Athletic Bowl football game (pre-bowl planning meetings to review athletic facilities, team travel accommodations, WVU band accommodations, space for alumni events and review of event space to meet with donors and alums)	4, 6
2	Matt Wells		Athletics Communications	WVU Athletics		
3	Jay Drury		Assistant Director of Bands/Director of the WVU Marching Band	WVU Athletics		
4	Tammy Cavendar		Athletics/Travel coordinator	WVU Athletics		
5	Alex Hammond		Assoc. Athletic Director for Football Operations	WVU Athletics		
6	Mike Szul		Assoc. Athletic Director for Business Operations	WVU Athletics		
7	Dave Kearns		Head Football Athletic Trainer	WVU Athletics		
8	Kevin Berry		Alumni Association	President's Office		

5. Lead passenger name / cell number: Yorty - 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: [Signature] Printed: Amy Garbrick Date: 12/5/14

For internal use:	
9. Approved by WVU President's Office: <u>[Signature]</u>	Date sent to LJ Aviation: <u>12/5/14</u>
Printed name: <u>Amy Garbrick</u>	Updated: <u>12/29/2014</u>