

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Travel related to WVU's participation in the Russell Athletic Bowl
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Orlando/Executive Air
4. Destination address: Orlando/Executive Air

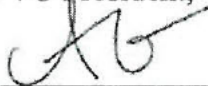
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	12/26/2016	MGW		Orlando, FL
2	12/29/2016	Orlando, FL		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	ROBIN L YORTY	[REDACTED]	Liaison to the WVU President/Donor Relations	President's Office	Travel related to WVU's participation in the Russell Athletic Bowl. Interactions at official events with donors, alums, students, potential students and potential donors. All passengers traveled in an official capacity to represent WVU.	6
2	DIANE MARIE LEWIS-JACKSON		WVU Board of Governors member	President's Office		6
3	KENNETH R JACKSON		Spouse of WVU Board of Governors member	President's Office		6
4	KEVIN BRUCE BERRY		Assistant Director of the WVU Alumni Assn.	Alumni Association		6

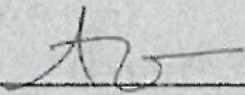
5. Lead passenger name / cell number: Sec-on file - Yorty
6. Ground transportation:
 - No ground transportation required.
 - I prefer to set up my own ground transportation.
 - I prefer to have LJ Aviation set up ground transportation. Details: _____

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

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

X  Printed: Amy Garbrick Date: 12/21/14

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 12/21/14

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