

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Roads Academy / donor relations
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Naples, West Palm Beach
4. Destination address: Naples and West Palm Beach airports

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	2/23/2017	MGW		Naples
2	2/26/2017	Naples		West Palm
3	2/26/2017	West Palm		MGW
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee	All legs	WVU President	President's Office	Passengers will travel to Naples, FL for the WVU Foundation Roads Academy events/ multiple donor meetings over the course of the weekend. On Sunday, passengers will travel to West Palm for a separate significant donor event. All passengers traveled in a official capacity to represent WVU over the entire weekend.	4
2	Robin Yorty	All legs	Liaison to the President/Donor relations	President's Office		4
3	Clay Marsh	Leg 1	VP HSC	WVU HSC		4
4	Richard Goldberg	Leg 1	HSC Cancer Center	WVU HSC		4
5	Emily Lyons	Leg 1	Athletics/ Spouse of WVU Athletic director	Athletics		4
6	Joyce McConnell	All legs	Provost/VP AA	Academic Affairs		4
7	Laurie Erickson	Legs 2, 3	First Lady of WVU/WVU donor	President's Office		4
8	Cindi Roth	Leg 2 only	WVU Foundation President	WVU Foundation		4
9	Carolyn Long	Legs 2, 3	WVU Tech President	President's Office		4
10	David Alvarez	Leg 3	WVU Board of Governors	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

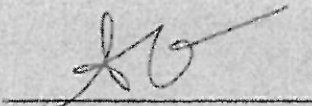


Printed: Amy Garbrick

Date: 2/21/17

For internal use:

9. Approved by WVU President's Office:



Date sent to LJ Aviation: 2/21/17

Printed name: Amy Garbrick

Updated: 12/29/2014