

West Virginia University Airplane Reservation Form


1. General business purpose for trip: Festival of Ideas
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: CRW


Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	3/23/2017	MGW		CRW
2	3/23/2017	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Travel to Charleston, WV in support of the WVU David C. Hardesty Jr. Festival of Ideas. Passengers (Gee, Erickson, Yorty) attended a private reception co-hosted by Charleston Gazette President and former WVU Board of Governors member Betty Chilton and then attended the lecture at the Maier Performance Hall. Passengers Yorty, Schultheis and Shaw were responsible for event set-up and logistics.	4, 6
2	Laurie Erickson		WVU First Lady/ Guest of President Gee	President's Office		
3	Robin Yorty		University Events/ Liaison to the President	President's Office		
4	Allie Schultheis	Leg 2 only	University Events	President's Office		
5	Shannon Shaw	Leg 2 only	University Events	President's Office		

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: 3/22/17

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>3/22/17</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014