

**West Virginia University Airplane Reservation Form**

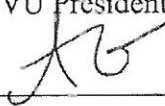
1. General business purpose for trip: Keynote address at Southern University Conference of Presidents and donor relations
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Sarasota, FL
4. Destination address: Sarasota, FL airport

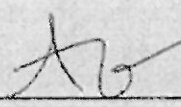
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	4/8/2017	MGW		Sarasota, FL
2	4/9/2017	Sarasota, FL		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Donor relations in Sarasota, FL. President Gee will provide the keynote address at the Southern University Conference of Presidents.	4
2	Laurie Erickson	Leg 2 only	First Lady, WVU	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: 4/6/17

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>4/6/17</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014