

West Virginia University Airplane Reservation Form

1. General business purpose for trip: WVU Cancer Institute fundraising event
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Athens, OH, then Lewisburg, WV
4. Destination address: Athens OH, then Lewisburg

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	4/27/2017	MGW		Athens, OH
2	4/27/2017	Athens, OH		LWB
3	4/30/2017	LWB		MGW
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	On April 27, President Gee will deliver the keynote address at the 71st Annual Chamber Dinner, Mason County Area Chamber of Commerce. Athens, OH is the closest airport to this location. From there, passengers will travel to Lewisburg for the 32 nd Annual WVU Cancer Institute fundraising event. On April 30, all passengers will return to MGW. All passengers traveled to represent WVU in an official capacity at this fundraising event.	4
2	Robin Yorty		Liaison to the President/donor relations	President's Office		
3	Laurie Erickson		First Lady, WVU	President's Office		
4	Shane Lyons	Leg 2 only	Athletic Director	WVU Athletics		
5	Emily Lyons	Leg 2 only	Spouse of Athletic director and Co-chair of the 2017 Cancer Institute Gala	WVU Athletics		
6	Joyce McConnell	Leg 2 only	WVU Provost/VP AA	Provost/ AA		
7	Clay Marsh <i>did not return with the group.</i>	Leg 2 only	HSC VP/Exec Dean	HSC		

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: _____
- Signature of WVU President, Vice President, Chancellor or designee: _____

AG Printed: Amy Garbrick Date: 4/26/17

For internal use:	
8. Approved by WVU President's Office: <u><i>AG</i></u>	Date sent to LJ Aviation: <u>4/26/17</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014