

West Virginia University Airplane Reservation Form

1. General business purpose for trip: 39th Annual WVU Luncheon on Capitol Hill
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): IAD
4. Destination address: IAD airport

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	6/6/2017	MGW		IAD
2	6/6/2017	IAD		MGW
3	6/6/2017	IAD		MGW
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee	Legs 1, 3	WVU President	President's Office	Passengers traveled to the 39th Annual WVU Luncheon on Capitol Hill. The yearly luncheon provides the WVU president a platform to address key issues relevant to the University to a crowd that includes Washington, D.C.-area alumni, friends and members of West Virginia's congressional delegation. More than 300 people were in attendance. Additionally, some passengers also attended additional meetings in the DC area including: the WV/ McKinsey project; a consulting meeting with the former Chief of Staff for Governor John Kasich; a high-level event/ celebration in honor of former United States Senator Jay Rockefeller.	4
2	Laurie Erickson	Legs 1, 3	WVU First Lady	President's Office		
3	Robin Yorty	Legs 1, 2	Liaison to the President/ Donor Relations	President's Office		
4	Joyce McConnell	Legs 1, 3	Provost/ VP AA	Academic Affairs		
5	Clay Martin	Legs 1, 3	Vice President for HSC and Executive Dean	HSC		
6	Sharon Martin	Legs 1, 2	VP University Relations	University Relations		
7	Rob Alsop	Legs 1, 3	VP Legal Services	Legal Services		
8	Cindi Roth	Legs 1, 2	President WVU Foundation	WVU Foundation		
9	Greg Bowman	Legs 1, 2	Dean, WVU College of Law	Academic Affairs		
10	Ken Blemmings	Legs 1, 2	Dean, WVU Honors College	Academic Affairs		
11	Josh Weishart	Legs 1, 2	Assoc. Professor or Law/ WVU College of Law	Academic Affairs		
12	Paula Martinelli	Legs 1, 2	Director of Development/ WVU Libraries	Academic Affairs		

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.

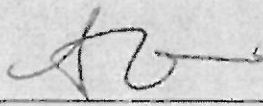
Catering is required. Details: _____

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

X  Printed: Amy Garbrick

Date: 6.5.17

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 6.5.17

Printed name: Amy Garbrick

Updated: 12/29/2014