

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Multiple purposes: 1. Thrive Global organization meeting in NYC; 2. Big 12 meeting in Dallas; 3. keynote address at high ed conference in Clearwater Beach, FL; 4. donor relations meeting in Sarasota; 5. donor relations meeting in West Palm Beach; 6. donor relations meeting in Orlando
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Teterboro, DFW, St. Petersburg, FL, Sarasota, West Palm Beach, Orlando
4. Destination address: various at each airport

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	1/31/2018	MGW		TEB
2	2/1/2018	TEB		MGW
3	2/1/2018	MGW		Dallas
4	2/2/2018	Dallas		St. Petersburg, FL
5	2/3/2018	St. Pete		Sarasota
5	2/3/2018	Sarasota		Boca Roton
7	2/4/2018	Boca Raton		Orlando
8	2/4/2018	Orlando		MGW

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee	All legs	WVU President	President's Office	President Gee, Clay Marsh and Ali Rezai will meet with Arianna Huffington and the Thrive Global Team in NYC to continue dialog to brand/partner and market WVU and the state of WV. President Gee will attend the Big 12 Board of Directors meeting in Dallas. In Clearwater Beach, FL, President Gee will provide the keynote address at the 39th Annual Higher Education Conference "Eve of Disruption. Courageously Meeting Higher Education in Times of Transition." President Gee will have a donor relations meeting in Sarasota. In West Palm and Orlando, President Gee and Mrs. Erickson will meet have multiple donor relations meetings.	4
2	Clay Marsh	Leg 2	WVU HSC VP and Exec Dean	HSC		4
3	Ali Rezai	Leg 2	Director of WVU RNI	HSC		4
4	Laurie Erickson	Legs 7, 8	WVU First Lady	President's Office		4

5. Lead passenger name / cell number: Gee- on file

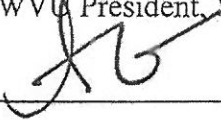
6. Ground transportation:
 No ground transportation required.
 I prefer to set up my own ground transportation.
 I prefer to have LJ Aviation set up ground transportation. Details: _____

7. Catering:

No catering required.

Catering is required. Details: _____


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

X 

Printed: Amy Garbrick

Date: 1.30.18

For internal use:

9. Approved by WVU President's Office: 

Date sent to LJ Aviation: 1.30.18

Printed name: Amy Garbrick

Updated: 12/29/2014