

West Virginia University Airplane Reservation Form

1. General business purpose for trip: WVU Foundation Board meeting; multiple donor relations meetings
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Boca Raton, FL
4. Destination address: Boca Raton, FL airport

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	2/22/2018	MGW		Boca Raton, FL
2	2/25/2018	Boca Raton, FL		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee	Leg 1, 2	WVU President	President's Office	President Gee and Dr. Marsh will travel to the WVU Foundation multi-day board meeting in Palm Beach, FL. While in Palm Beach, President Gee and Mrs. Erickson will have multiple donor relations meetings while in the area.	4
2	Clay Marsh	Leg 1	VP for HSC and Executive Dean	HSC		4
3	Laurie Erickson	Leg 2	WVU First Lady	President's Office		4

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

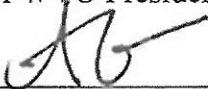
6. Ground transportation:
- No ground transportation required.
- I prefer to set up my own ground transportation.
- I prefer to have LJ Aviation set up ground transportation. Details: _____


7. Catering:

No catering required.

Catering is required. Details: _____

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

X  Printed: Amy Garbrick Date: 2-21-18

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>2-21-18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014