

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Spirit of the Mountains speaking engagement in Charleston / WVU Cancer Center annual fundraising gala in Lewisburg \_\_\_\_\_
2. Department contact/ phone number: Amy 3-8763 \_\_\_\_\_
3. Destination airport (if known): CRW, then LWB \_\_\_\_\_
4. Destination address: various \_\_\_\_\_

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	4/26/2018	MGW		CRW
2	4/26/2018	CRW		LWB
3	4/29/2018	LWB		MGW
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee	All legs	WVU President	President's Office	President Gee and Provost McConnell will travel to CRW to attend the annual Spirit of the Mountains event (President Gee will speak and receive the 2018 Spirit of the Mountain Award) This program is part of the OH-WV Youth Leadership Association. President Gee will also have a private meeting with former WV Governor Gaston Caperton. From CRW President Gee and Provost McConnell will travel to LWB for the annual WVU Cancer Center fundraiser gala and related events. On April 29, President Gee, Mrs. Erickson, Robin Yorty, Ali Rezai and Annahita Amireskandari will return from the Cancer Center fundraiser to Morgantown. All passengers traveled to and from the gala in their official University capacity.	3, 4, 6
2	Joyce McConnell	Leg 1, 2	WVU Provost and VP AA	AA		
3	Laurie Erickson	Leg 3	WVU First Lady	PO		
4	Robin Yorty	Leg 3	Exec. Dir. University and Liaison to the President/ Donor Relations	PO		
5	Ali Rezai	Leg 3	WVU Rockefeller Neuroscience Inst.	HSC		
6	Annahita Amireskandari	Leg 3	Spouse of Ali Rezai	HSC		
7						

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.

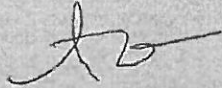
Catering is required. Details: \_\_\_\_\_

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

X  Printed: Amy Garbrick Date: 4-25-18

For internal use:

9. Approved by WVU President's Office:



Date sent to LJ Aviation:

4-25-18

Printed name: Amy Garbrick

*Updated: 12/29/2014*