

West Virginia University Airplane Reservation Form

1. General business purpose for trip: THRIVE Global, national media interviews, donor relations
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): TEB
4. Destination address: TEB

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	5/4/2018	MGW		TEB
2	5/4/2018	TEB		MGW
3	5/7/2018	TEB		MGW
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee	leg 1,3	WVU President	President's Office	President Gee, Sharon Martin, Ann Berry, John Bolt, Tony Dobies, April Kaull and Tara Scatterday (all WVU University Relations) will attend a meeting to continue dialog with Arianna Huffington's group THRIVE Global organization to brand/partner and market WVU and the state of WV; 2). President Gee and Sharon Martin will attend a national media interview at the New York Times. 3) President Gee will meet with donors/ members of the WVU Foundation Board of Directors to continue relationship building.	3, 4
2	Sharon Martin	leg 1,2	WVU UR VP	UR		
3	Ann Berry	leg 1,2	UR AVP	UR		
4	John Bolt	leg 1,2	UR Exec Director of News	UR		
5	April Kaull	leg 1,2	UR Director of News	UR		
6	Tara Scatterday	leg 1,2	UR HSC Comm & Marketing Director	UR		
7	Tony Dobies	leg 1,2	UR/ Social Media Director	UR		

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: \_\_\_\_\_

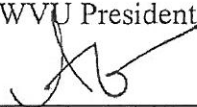
7. Catering:

No catering required.

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

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

X



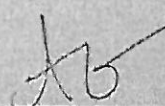
Printed: Amy Garbrick

Date:

5.3.18

For internal use:

9. Approved by WVU President's Office:



Date sent to LJ Aviation:

5.3.18

Printed name: Amy Garbrick

Updated: 12/29/2014