

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Donor relations
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Lawrenceville, GA
4. Destination address: Lawrenceville, GA

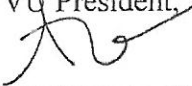
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	5/19/2018	MGW		Lawrenceville GA
2	5/20/2018	Lawrenceville GA		MGW
3				
4				

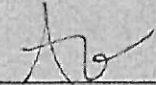
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Travel for WVU donor relations meetings as well as potential partnerships/ collaborations with the WVU College of Business and Economics.	4
2	Laurie Erickson		WVU First Lady	President's Office		
3	Javier Reyes		Dean, College of B&E	Academic Affairs		
4	Maritza Reyes		Spouse of B&E Dean	Academic Affairs		
5	Diego Reyes		Son of B&E Dean	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:

  Printed: Amy Garbrick Date: 5.18.18

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>5.18.18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014