

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Donor Relations in Sarasota FL
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Sarasota FL
4. Destination address: Sarasota FL

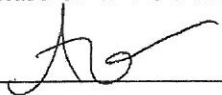
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	6/28/2018	MGW		Sarasota FL
2	6/28/2018	Sarasota FL		MGW
3				
4				

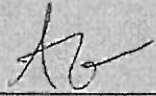
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Travel to Sarasota for donor relations meeting specific to a significant proposal for an education collaborative.	4
2	Cindi Roth		WVU Foundation President	President's Office		
3	Dean Delynn		WVU Donor	President's Office		
4	Kimra Olde		WVU Donor caretaker	President's Office		

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: 6-27-18

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>6-27-18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014