

## West Virginia University Airplane Reservation Form

1. General business purpose for trip: Represent WVU at the retirement event held for long-time Benedum Foundation President Pat Getty. \_\_\_\_\_
2. Department contact/ phone number: Amy 3-8763 \_\_\_\_\_
3. Destination airport (if known): CRW \_\_\_\_\_
4. Destination address: CRW \_\_\_\_\_

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	6/11/2018	MGW		CRW
2	6/11/2018	CRW		MGW

#	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Represent WVU at the retirement event held for Benedum Foundation President Pat Getty. WVU and the Benedum Foundation are partners on many projects (from educational partnerships to energy research). Pat Getty is also involved in WV Forward, a partnership between WVU, MU and the Department of Commerce to improve WV's quality of life.	4
2	Laurie Erickson		First Lady, WVU	President's Office		
3	Cindi Roth		WVU Foundation President	President's Office		
4	David Hardesty		WVU President Emeritus, and College of Law Professor	President's Office		
5	Susan Hardesty		Former WVU First Lady	President's Office		
6	Joyce McConnell		Provost and VP for Academic Affairs	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: \_\_\_\_\_

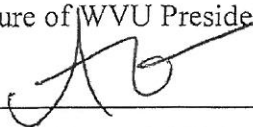
7. Catering:

No catering required.

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

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

X

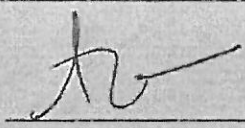


Printed: Amy Garbrick

Date: 6.6.18

For internal use:

9. Approved by WVU President's Office:



Date sent to LJ Aviation:

6.6.18

Printed name: Amy Garbrick

Updated: 12/29/2014