

West Virginia University Airplane Reservation Form

1. General business purpose for trip: WVU Foundation Board meeting and related donor meetings and events
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): LWB, CRW
4. Destination address: LWB, CRW airports


Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	8/9/2018	MGW		LWB
2	8/9/2018	LWB		CRW and back to LWB
3	8/10/2018	LWB		MGW
4				

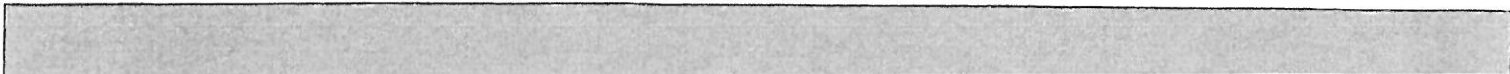
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee, Mrs. Erickson, Robin Yorty and Joyce McConnell will travel to Lewisburg to participate in the WVU Foundation Board of Directors Board meeting and related donor events. Joyce McConnell be traveling to Charleston to give the keynote address at the West Virginia Press Association Conference. Her appearance at the event will to talk about the importance of the press in partnerships with higher education. She will also talk about the role of press in helping programs such as the Blue Ribbon Commission and WV Forward. She is fly between Greenbrier and Kanawha counties in order to fulfill her obligations as member of the WVU Foundation Board of Directors.	4
2	Robin Yorty		Liaison to the President/ Donor Relations	President's Office		4
3	Laurie Erickson		First Lady, WVU	President's Office		4
4	Joyce McConnell		Provost and VP for Academic Affairs	Academic Affairs		4

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: 8-8-18

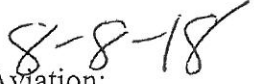


For internal use:

9. Approved by WVU President's Office:

  
\_\_\_\_\_

Date sent to LJ Aviation:

  
\_\_\_\_\_

Printed name: Amy Garbrick

*Updated: 12/29/2014*