

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Represent WVU at WVU v. Tennessee "Belk College Kick-off" football game and related events. \_\_\_\_\_
2. Department contact/ phone number: Amy 3-8763 \_\_\_\_\_
3. Destination airport (if known): Lewisburg, WV, then Concord, NC. *Note: this airport was used as the President of the United States of America traveled to Charlotte on the same day which closed the air space at that airport.* \_\_\_\_\_
4. Destination address: Charlotte, NC \_\_\_\_\_

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	8/31/2018	MGW		LWB
2	8/31/2018	LWB		Concord, NC
3	9/1/2018	Concord, NC		LWB
4	9/1/2018	LWB		MGW

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee	Leg 2, 3	WVU President	President's Office	Travel related to WVU's participation in the "Belk College Kick-Off" WVU vs. Tennessee game on Sept. 1, 2018. Interactions at official events with donors, alums, students, potential students and potential donors. Travel included official party departures/ returns from Morgantown (Yorty, S. Lyons, E. Lyons) and Lewisburg (Gee and Erickson for donor relations visits and events). All passengers traveled in an official capacity to represent WVU.	6
2	Robin Yorty	All legs	Liaison to the President / Donor Relations	President's Office		6
3	Shane Lyons	Leg 1, 2	Director of WVU Athletics	PO/ Athletic Department		6
4	Emily Lyons	Leg 1, 2	Spouse of WVU Athletic Director	PO/ Athletic Department		6
5	Laurie Erickson	Leg 2, 3	WVU First Lady	President's Office		6

5. Lead passenger name / cell number: \_\_\_\_\_ Gee- on file

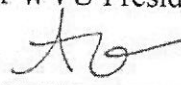
6. Ground transportation:
- \_\_\_\_ No ground transportation required.
- \_\_\_\_ I prefer to set up my own ground transportation.
- I prefer to have LJ Aviation set up ground transportation. Details: \_\_\_\_\_

7. Catering:

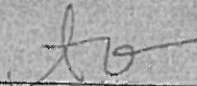
No catering required.

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

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

 Printed: Amy Garbrick Date: 8-30-18

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 8-30-18

Printed name: Amy Garbrick Updated: 12/29/2014