

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): Allenton, PA; Pittsburgh, PA
4. Destination address: Allentown, PA and Pittsburgh, PA airports

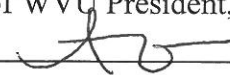
| Leg: | Trip date: | Departure City: | Departure Time: | Arrival City: |
|------|------------|-----------------|-----------------|---------------|
| 1 | 11/14/2018 | MGW | | Allentown, PA |
| 2 | 11/15/2018 | Allentown | | Pittsburgh PA |
| 3 | | | | |
| 4 | | | | |

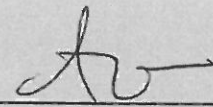
| | Name | Cell number | Department | VP Division | Business Justification | Code |
|---|-----------------|-------------|-------------------------------------|--------------------|--|------|
| 1 | Gordon Gee | | WVU President | President's Office | Donor relations: Travel to Allentown, PA in support of WVU donors Hank and Joanne Barnette. The Eastern PA Chapter of the Association of Fundraising Professionals will present its Lifetime Achievement Award upon Hank and Joanne Barnette at the chapter's 2018 National Philanthropy Day Awards Breakfast on Nov. 15. The traveling group will attend a private dinner with the Barnettes the evening before. On Nov. 15 the group will travel to Pittsburgh PA as the Association of Fundraising Professionals Western PA Chapter will recognize WVU donors Ben and Jo Statler as Outstanding Philanthropists. Both events are taking place as part of National Philanthropy Day. | 4 |
| 2 | Laurie Erickson | Leg 1 only | WVU First Lady | President's Office | | 4 |
| 3 | David Hardesty | | WVU President Emeritus | President's Office | | 4 |
| 4 | Susan Hardesty | | Former WVU First Lady | President's Office | | 4 |
| 5 | Cindi Roth | | President of WVU Foundation | WVU Foundation | | 4 |
| 6 | BJ Davisson | | Exec Vice President, WVU Foundation | WVU Foundation | | 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: 11-13-18

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|---|---|
| For internal use: | |
| 9. Approved by WVU President's Office: <u></u> | Date sent to LJ Aviation: <u>11-13-18</u> |
| Printed name: <u>Amy Garbrick</u> | Updated: 12/29/2014 |