

West Virginia University Airplane Reservation Form

1. General business purpose for trip: WVU Foundation Board of Directors meeting
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Phoenix
4. Destination address: Phoenix airport

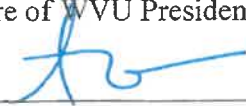
Leg: Trip date: Departure City: Departure Time: Arrival City:

1	2/21/2019	MGW		PHX
2	2/23/2019	PHX		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		President	President's Office	Travel for participation in the WVU Foundation Board of Directors meeting and associated events, including donor meetings.	4, 6
2	Laurie Erickson	Leg 1 only	First Lady	President's Office		
3	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:
  Printed: Amy Garbrick Date: 2-20-19

For internal use:		
9. Approved by WVU President's Office:		Date sent to LJ Aviation: <u>2-20-19</u>
Printed name: <u>Amy Garbrick</u>		Updated: 12/29/2014