

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Multiple donor relations events in FL
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Nashville, TN; Boca Raton, Sarasota, Ft. Lauderdale FL, Charlotte
4. Destination address: various

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

1	2/15/2019	MGW		Nashville, TN
2	2/15/2019	Nashville		Boca Raton FL
3	2/16/2019	Boca Raton FL		Sarasota FL (and return to Ft. Lauderdale)
4	2/17/2019	Ft. Lauderdale		Charlotte, NC—then MGW

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee	All legs	President	President's Office	Nashville: Public speaking engagement attended by national higher education leaders. Also to meet with Samar Ali regarding her consulting firm to help WVU with international collaborations; Boca Raton: President Gee, along with Mrs. Erickson, will attend a donor event in Palm Beach, FL. One of WVU's major donors will be honored at the American Heart Association Heart Ball. Mr. Fahey, also a WVU donor, will host President Gee and Mrs. Erickson at his sponsorship table. From Boca Raton, President Gee and Mrs. Erickson will travel to Sarasota to attend a meeting with a major WVU donor. They will return into Ft. Lauderdale airport due to lack of space at the Boca airport (due to the restrictions at the West Palm airport due to the POTUS visit to the area). From FLL, passengers will travel to Charlotte, NC for a meeting with WVU donors, Verl and Sandra Purdy. Mr. Purdy was also the co-chair of the WVU Capital Campaign. From Charlotte, passengers returned to MGW.	4
2	Laurie Erickson	Legs 3 and 4 only	First Lady	President's Office		
3	John Fahey	Leg 4 only	WVU Donor	President's Office		
4						
5						
6						
7						

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:

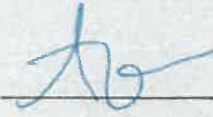
- No catering required.
 Catering is required. Details: _____

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

 Printed: Amy Garbrick

Date: 2-14-19
(revised 2-18)
2-14-19

For internal use:

9. Approved by WVU President's Office: 

Date sent to LJ Aviation: _____

Printed name: Amy Garbrick

Updated: 12/29/2014