

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Planning session hosted by John Chambers to educate and guide the Chambers College of B&E as it launches StartUp WV
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): San Jose CA
4. Destination address: San Jose CA


Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	3/24/19	MGW		CRW
2	3/24/2019	CRW		San Jose (plus fuel stop)
3	3/26/19	San Jose		CRW
4	3/26/19	CRW		MGW

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		President	President's Office	Passengers traveled to San Jose, California for an invitation-only all-day planning session, hosted by John Chambers, to educate and guide the WVU Chambers College of Business and Economics as it launches Start Up WV. The charge of the Start Up WV business accelerator is to help startups hone their ideas, access seed capital, develop mentor relationships and partner with existing businesses. The ultimate objective of the program is to support the diversification of West Virginia's economy, as well as the push to move the state into the innovation economy. A business accelerator program was recommended in the WV Forward report. It was critical for this meeting to be in San Jose since many of the presenters are located in Silicon Valley. The travel group consisted of individuals with direct links to Start Up WV.	3, 4
2	Javier Reyes		Dean, Chamber College of B&E	Academic Affairs		
3	Rob Alsop		VP Strategic Initiatives	Strategic Initiatives		
4	Tom Heywood		WVU Board of Governors member and board member of the Discover the Real WV Foundation	President's Office		
5	Mitch Carnmichael		WV state legislature	President's Office		
6	Roger Hanshaw		WV state legislature	President's Office		
7	Marty Becker		WVU Board of Governors member and WV Forward Steering Committee member	President's Office		
8	Liz Vitullo		Assistant Dean of Strategic Initiatives, Chambers College	Academic Affairs		
9	Erienne Olesh		Director, Phase 0 Incubator	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:

X  Printed: Amy Garbrick Date: 3-22-19

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 3-22-19

Printed name: Amy Garbrick

Updated: 12/29/2014