

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): Boca Raton, Naples
4. Destination address: Boca Raton, Naples

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

Leg	Trip date	Departure City	Departure Time	Arrival City
1	3/28/19	MGW		Boca Raton FL
2	3/30/19	Boca Raton		Naples
3	3/30/19	Naples		Boca Raton
4	3/31/19	Boca Raton		MGW

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee	All legs	President	President's Office	3/28- President Gee and Mrs. Erickson will meet with a donor prospect targeted at the new WVU Children's Hospital, as well as discussions of new doctors at WVU Medicine 3/29- President Gee and Mrs. Erickson will meet with WVU HSC consultant regarding the Blue Zones project and to get his expert opinion on the details of what WVU can do itself vs. paying to contract out. 3/29- President Gee and Mrs. Erickson will meet with major WVU donors with a specific proposal regarding the Beckley Campus. 3/30- President Gee and Mrs. Erickson will travel to Naples FL for a meeting with donors specifically regarding the Blue Zone project. 3/31- President Gee and Mrs. Erickson will meet WVU donors regarding the new Chambers College of B&E building, ahead of the B&E dean meeting with the donor.	
2	Laurie Erickson	Legs 2, 3 only	First Lady	President's Office		
3						
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:

X  Printed: Amy Garbrick Date: 3.27.19

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 3.27.19

Printed name: Amy Garbrick

Updated: 12/29/2014