

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Annual Cancer Institute Fundraising event
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): LWB
4. Destination address: LWB airport

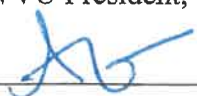
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	4/25/2019	MGW		LWB
2	4/28/2019	LWB		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		President	President's Office	Travel in support of the 2019 WVU Cancer Institute Fundraising Event. Mrs. Erickson is the chair of this year's event.	4
2	Laurie Erickson		First Lady	President's Office		
3	Robin Yorty		Liaison to the President/Donor Relations	President's Office		
4	Deborah Matthews		Assoc. Director of Donor Relations and Events	WVU Foundation		
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: 4.24.19

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 4.24.19

Printed name: Amy Garbrick Updated: 12/29/2014