

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Donor relations and support of national award winner
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): SAN, LAX
4. Destination address: various

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

1	4/3/2019	MGW		SAN
2	4/5/2019	LAX		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		President	President's Office	Passengers will travel from MGW to the San Diego airport to a WVU Alumni event hosted by the San Diego Chapter. At the event, they interact with alums, donors and potential donors. From there, they travel to Dana Point, CA in support of Deputy Director of Athletics Keli Zinn being named to the prestigious Sports Business Journal's Forty Under 40 class of 2019. Keli Zinn was honored at the annual Forty Under 40 events at the conclusion of the CAA World Congress of Sports, April 3-4 in Dana Point, CA. This gives WVU very positive exposure at the national collegiate level. Note: passengers needed to travel out of LAX (instead of SAN) due to noise ordinance in place in Southern CA and it was imperative they return to MGW that evening in order to tend to official University business on WVU campus the next day.	
2	Shane Lyons		Athletic Director	Athletics		
3	Ben Murray		Senior Associate Athletic Director/Executive Director	Athletics		
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:

4.1.19

For internal use:

9. Approved by WVU President's Office:



Date sent to LJ Aviation:

4.1.19

Printed name: Amy Garbrick

Updated: 12/29/2014