


**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Inauguration of Patrice Harris as the President of the American Medical Association
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Chicago/Midway
4. Destination address: Chicago/Midway airport

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	6/11/2019	MGW		Chicago
2	6/11/2019	Chicago		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Passengers attended the Inauguration Ceremony for Patrice Harris as the American Medical Association's 174th President. Dr. Harris is a West Virginia native, WVU Alum, and member of the WVU Foundation.	4
2	Laurie Erickson		WVU First Lady	President's Office		
3	Meshea Poore		VP, Diversity, Equity and Inclusion	Division of Diversity		
4	Clay Marsh		VP HSC and Executive Dean	HSC		

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: 6/10/19

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>6/10/19</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014