

West Virginia University Airplane Reservation Form

1. General business purpose for trip: State-wide media interview, donor relations
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW, TEB
4. Destination address: CRW, TEB airports

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

1	5/2/2019	MGW		CRW
2	5/2/2019	CRW		TEB
3	5/2/2019	TEB		MGW
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		President	President's Office	President Gee will participate in a state-wide media interview with the Charleston Gazette in Charleston, WV. From Charleston, he and Bill Ramsey will travel to Teterboro (NYC). The purpose of this high-level donor relations meeting is to prepare for an ask to fund the WVU Blue Zones project-- a community-based wellness initiative designed to enable residents to live longer, happier lives with lower rates of chronic disease and a higher quality of life.	4
2	John Bolt	Leg 1 only	Exec. Director, WVU News	University Relations		
3	Bill Ramsey		Assoc. VP for Coordination and Logistics & Chief Collaboration Officer	WVU 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: 5-1-19

For internal use:		
9. Approved by WVU President's Office:		Date sent to LJ Aviation: <u>5-1-19</u>
Printed name: <u>Amy Garbrick</u>		Updated: 12/29/2014