

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Multi-purpose trip: 12th Annual Institute for Hazing Prevention and donor relations
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): PHL and IAD
4. Destination address: PHL and IAD airports

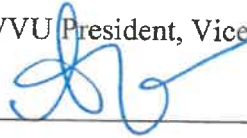
Leg: Trip date: Departure City: Departure Time: Arrival City:

1	6/19/2019	MGW		PHL
2	6/19/2019	PHL		IAD
3	6/19/2019	IAD		MGW
4				


	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Philadelphia: President Gee will speak on a Presidents' Panel (along with two other prominent university presidents) at Drexel University during the 12th Annual Institute for Hazing Prevention. Dulles: President Gee and Robin Yorty will travel to a Mountaineer Athletic Club fundraising event hosted by WVU donors in McLean, VA. President Gee will speak at the event which raises funds for the MAC. Event will be attended by WVU donors (and potential donors) in the DC area.	4
2	Robin Yorty		Liaison to the President/ Donor Relations	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: 6/18/19

For internal use:

9. Approved by WVU President's Office:  Date sent to LJ Aviation: 6/18/19