

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Various in each city, see below
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): PKB
4. Destination address: PKB airport, MRB airport

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

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee	All legs	WVU President		<p>Passengers traveled to attend the news conference announcing the West Virginia Secondary Schools Activities Commission (WVSSAC)-MVB Bank Opioid Awareness Summit Presented by West Virginia University and Marshall University. The Summit will consist of separate two-day meetings, the first on Sept. 17 at the WVU Coliseum in Morgantown and the second on Sept. 18 at Marshall's Cam Henderson Center in Huntington. The Summit will serve as a kickoff to an extensive initiative focusing on prevention coupled with compassionate treatment programs and educational and employment opportunities. In addition to the press announcement, passengers traveled to a meeting with WV Delegate Joshua Higginbotham in Parkersburg.</p> <p>Martinsburg: Passengers traveled to Martinsburg to an event honoring Dr. Emma Eggleston, Associate VP of Health Sciences and Dean of the School of Medicine's Eastern Campus. The event was hosted by Dr. and Mrs. Taylor Fithian and President Gee provided remarks on WV's commitment to better health, and about the work the School of Medicine – Eastern Division is doing to strengthen health</p>	
2	Laurie Erickson	All legs	WVU First Lady			
3	Sue Day Perroots	All legs	Dean, WVU Extension Service			
4	Shane Lyons	Leg 1	Director of Athletics			
5	Clay Marsh	All legs	VP for HSC and Executive Dean			
6	Bill Ramsey	All legs	WVU Associate Vice President for Coordination and Logistics & Chief Collaboration Officer			
7	Ann Berry	Leg 2, 3	AVP for University Relations			
8	Travis Mollohan	Leg 2, 3	WVU Government Relations			

					and fulfill our University's life-changing mission. Passengers also traveled to the Martinsburg Journal for a media interview.	
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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.

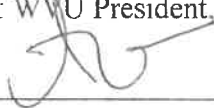
I prefer to have LJ Aviation set up ground transportation. Details: Rental car in both locations

7. Catering:

No catering required.

Catering is required. Details: _____

8. Signature of WVU President, Vice President, Chancellor or designee:

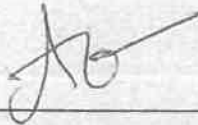


Printed: Amy Garbrick

Date: 6/3/19

For internal use:

9. Approved by WVU President's Office:



Date sent to LJ Aviation:

6/3/19

Printed name: Amy Garbrick

Updated: 12/29/2014