

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Donor relations
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Naples, FL
4. Destination address: Naples FL airport

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

1	9/11/2019	MGW		Naples FL
2	9/11/2019	Naples FL		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		President	President's Office	Donor relations meeting in Naples, FL. The meeting was regarding a major gift proposal to coordinate state-wide healthcare and wellness.	4
2	<i>BJ Davisson</i>		EXECUTIVE VICE PRESIDENT AND CHIEF DEVELOPMENT OFFICER	<i>WVU Foundation President's Office</i>		
3	<i>Tara Hulsey</i>		Vice President of Health Promotion and Wellness and Dean of the School of Nursing;	<i>HSC</i>		

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:

[Signature] Printed: Amy Garbrick Date: 9.10.19

For internal use:	
9. Approved by WVU President's Office: <i>[Signature]</i>	Date sent to LJ Aviation: <u>9.10.19</u>
Printed name: <u>Amy Garbrick</u>	Updated: <u>12/29/2014</u>