

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): TEB
4. Destination address: TEB

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


1	10/9/2019	MGW		TEB
2	10/10/2019	TEB		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	President Gee		WVU President	President's Office	Passengers will travel to NYC for various donor relations meetings as well as an official WVU alumni-hosted event	4
2	Laurie Erickson		WVU First Lady	President's Office		
3	Javier Reyes		(Dean, Chambers College of Business and Economics	Academic Affairs		
4	BJ Davisson		WVU Foundation Executive VP and Chief Development Officer	WVU Foundation		
5	Shelley Birdsong-Maddox		Sr. Director of Corporate & Foundation Relations	WVU Foundation		
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:
  Printed: Amy Garbrick Date: 10/6/19



For internal use:

9. Approved by WVU President's Office:



Date sent to LJ Aviation:

10-6-19

Printed name: Amy Garbrick

Updated: 12/29/2014