

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: WV Forward meeting, WVU vs. Baylor football game, donor relations
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Huntington, Waco TX, Austin TX, Houston TX
4. Destination address: \_\_\_\_\_

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	10/31/2019	MGW		Huntington, WV
2	10/31/2019	Huntington, WV		Waco, TX
3	10/31/2019	Waco TX		Austin TX
4	11/1/2019	Austin, TX		Houston TX
5	11/3/2019	Houston TX		MGW

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Huntington WV: Represent WVU at a meeting of the WV Forward Executive Steering Committee;	4
2	Rob Alsop	Leg 1, 2 only	Strategic Initiatives Vice President	Strategic Initiatives	<p>Waco TX: Represent WVU at the WVU vs. Baylor football game. Interacting with WVU alums, donors and potential donors.</p> <p>Austin TX: meet with leadership from the Purpose Institute to continue conversations about WVU's vision and strategic goals.</p> <p>Houston TX: meet with significant donors, and also with leaders and donors of the WVU Houston Alumni chapter. Discussions of how WVU can best use its alumni, fundraising and long-term planning.</p>	

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: \_\_\_\_\_
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7. Catering:  
 No catering required.  
 Catering is required. Details: \_\_\_\_\_
8. Signature of WVU President, Vice President, Chancellor or designee: \_\_\_\_\_

X



Printed: Amy Garbrick

Date:

10/30/19

For internal use:

9. Approved by WVU President's Office:



Date sent to LJ Aviation:

10/30/19

Printed name: Amy Garbrick

Updated: 12/29/2014