

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Represent WVU at CSU Presidential Inauguration
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Ft Collins CO
4. Destination address: Ft Collins CO airport

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

1	11/13/2019	MGW		Ft. Collins CO
2	11/14/2019	Ft. Collins CO		MGW
3				
4				

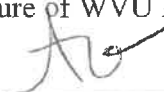
	Name	Cell number	Department	VP Division	Business Justification	Code
1	President Gee		WVU President	President's Office	Passengers will travel to Colorado State University to represent WVU at the inauguration of CSU President Joyce McConnell. President McConnell served as Provost at WVU from 2014 to 2019 and as dean of the WVU College of Law from 2008 - 2014. She joined the WVU College of Law in 1995. All passengers will represent WVU in an official capacity. President Gee will speak at an inauguration event on CSU's campus.	4
2	Laurie Erickson		WVU First Lady	President's Office		
3	Carolyn Long		WVU Tech Campus President	Academic Affairs		
4	Jennifer Orlikoff		WVU Potomac State Campus President	Academic Affairs		
5	Ellen Cappellanti		Former WVU Board of Governors member, chair of the search committee when President McConnell was selected as the WVU College of Law Dean	President's Office		

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: 11-12-19



For internal use:

9. Approved by WVU President's Office:



Date sent to LJ Aviation:

11-12-19

Printed name: Amy Garbrick

Updated: 12/29/2014