

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Represent WVU at a donor event
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: CRW

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

|   |            |     |  |     |
|---|------------|-----|--|-----|
| 1 | 10/27/2019 | MGW |  | CRW |
| 2 | 10/27/2019 | CRW |  | MGW |
| 3 |            |     |  |     |
| 4 |            |     |  |     |

|   | Name           | Cell number | Department  | VP Division            | Business Justification   | Code |
|---|----------------|-------------|---|------------------------|--|------|
| 1 | Cindi Roth     |             | WVU Foundation President  | WVU Foundation         | Passengers will all represent WVU in an official capacity at the memorial service of John T. "Jack" Chambers in Charleston, WV. Mr. Chambers is a WVU alum and has provided very strong financial support to the institution, as well as to the state of WV. He is the namesake of the John T. and June R. Chambers Chair of Oncology Research. He had very direct ties to the WVU Health Sciences Center for decades, as well as to the WVU Chambers College of Business and Economics, which a named after his son, John Chambers. | 4    |
| 2 | Robin Yorty    |             | Liaison to the President / Donor relations  | President's Office     |  |      |
| 3 | Julia Phalunas |             | SR. EXECUTIVE DIRECTOR OF PRIORITY INITIATIVES & PRINCIPAL GIFTS, HSC                 | Health Sciences Center |  |      |
| 4 | Tara Husley    |             | <b>Vice President of Health Promotion and Wellness; Dean of the School of Nursing</b> | Health Sciences Center |  |      |
| 5 | Javier Reyes   |             | Dean, Chambers College of Business  | Academic Affairs       |  |      |
| 6 | Maritza Reyes  |             | Spouse of the dean of the College of Business   | Academic Affairs       |  |      |

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: 10.26.19

For internal use:

9. Approved by WVU President's Office: 

Date sent to LJ Aviation: 10.26.19

Printed name: Amy Garbrick

Updated: 12/29/2014