

West Virginia University Airplane Reservation Form

1. General business purpose for trip: WV Chamber of Commerce's Women's Leadership Summit
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): LWB
4. Destination address: LWB airport

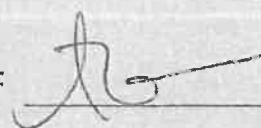
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	12/4/2019	MGW		LWB
2	12/4/2019	LWB		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Laurie Erickson		WVU First Lady	President's Office	Travel to the 2019 WV Chamber of Commerce's Women's Leadership Summit: "Women Paving the Way for a Diverse West Virginia." Mrs. Erickson was a featured speaker at the event, which focused on inclusivity and diversity in the state of WV.	4
2	Robin Yorty		Liaison to the President and First Lady / Donor Relations	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:

 Printed: Amy Garbrick Date: 12/3/19

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>12/3/19</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014