

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: student recruiting; state-wide wellness initiative meeting; donor relations \_\_\_\_\_
2. Department contact/ phone number: Amy 3-8763 \_\_\_\_\_
3. Destination airport (if known): CMH \_\_\_\_\_
4. Destination address: CMH airport \_\_\_\_\_

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	1/29/2020	MGW		CMH
2	1/30/2020	CMH		MGW (to pick up passengers for retention trip. See other form). Then MGW to Atlanta, then PBI.

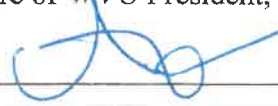
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee will travel to Columbus to meet with the Columbus Academy for purposes of WVU student recruitment. He will also attend a meeting related to the collective impact effort that WVU is making through the state for wellness and community building. The plane will then return to MGW, pick up WVU passengers for a retention trip to Atlanta (drop them off, see other form), and then fly on to West Palm Beach for multiple donor relations meetings.	4


Lead passenger name / cell number: \_\_\_\_\_ Gee- on file \_\_\_\_\_

5. 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: \_\_\_\_\_

6. Catering:  
 No catering required.  
 Catering is required. Details: \_\_\_\_\_

7. Signature of WVU President, Vice President, Chancellor or designee:


X  Printed: Amy Garbrick Date: 1/28/20


For internal use:	
8. Approved by WVU President's Office: 	Date sent to LJ Aviation: 1/28/20
Printed name: Amy Garbrick	Updated: 12/29/2014

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Visit Georgia State University for a Retention Retreat
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): FTY-Fulton County Airport
4. Destination address: 3956 Aviation Circle, Atlanta, GA 30336

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	1/30/2020	Morgantown, WV	4:00 PM	Atlanta, GA
2	1/31/2020	Atlanta, GA	5:00 PM	Morgantown, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Maryanne Reed		Provost	Academic Affairs	Visiting Georgia State University to attend the Student Success Program Retention Retreat. This is help continue and improve our student success program here at WVU.	4
2	Evan Widders		Assoc. Provost	Academic Affairs		
3	Betsy Ratcliff		Assoc. Professor-Str. For Learning	Academic Affairs		
4	David Miller		Professor-Mathematics	Academic Affairs		
5	Nathalie Corcoran		Professor-English	Academic Affairs		
6	George Zimmerman		Executive Director-UR	University Relations		
7						

5. Lead passenger name / cell number: Maryanne Reed 
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: Maryanne Reed

Date: 1-29-20

For internal use:

9. Approved by WVU President's Office:



Date sent to LJ Aviation: \_\_\_\_\_

1-29-20