

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Donor relations
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): West Palm, FL; Naples, FL
4. Destination address: West Palm and Naples airports

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

1	2/3/2020	West Palm		Naples FL
2	2/3/2020	Naples FL		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Travel from multiple donor relations meetings in West Palm, FL to a donor relations meeting in Naples, FL. From Naples, President Gee and Mrs. Erickson will return to Morgantown.	4
2	Laurie Erickson		WVU First Lady	President's Office		
3						
4						
5						
6						
7						

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:
 Amy Garbrick Printed: Amy Garbrick Date: 01/29/2020

For internal use:

9. Approved by WVU President's Office: Amy Garbrick Date sent to LJ Aviation: 01/29/2020
 Printed name: Amy Garbrick Updated: 12/29/2014