

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: WVU Foundation Board meeting and donor relations
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Charleston, SC; Boca Raton, FL
4. Destination address: Charleston, SC and Boca Raton, FL airports

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	2/20/2020	MGW		Charleston, SC
2	2/21/2020	Charleston SC		Boca Raton FL
3	2/21/2020	Boca Raton FL		MGW
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee	Legs 1, 2	WVU President	President's Office	Passengers will travel from MGW to Charleston, SC to represent WVU at the WVU Foundation Board of Directors meetings and related donor events. After dropping President Gee and Mrs. Erickson off in Boca Raton, FL for multiple donor relations meetings, including meetings related to the Rockefeller Neurosciences Institute, over the course of 3 days, passengers will travel from FL back to MGW.	4
2	Laurie Erickson	Legs 1, 2	WVU First Lady	President's Office		
3	Rob Alsop	All legs	VP Strategic Initiatives	Strategic Initiatives		
4	Jessica Alsop	All legs	Vice President and General Counsel	WVU Medicine		
5	Leslie Miele	All legs	AVP and Chief Strategy Officer	HSC		
6	Clay Marsh	All legs	VP HSC and Exec Dean	HSC		
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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:

AG Printed: Amy Garbrick Date: 2/19/2020

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation: 2/19/2020

Printed name: Amy Garbrick Updated: 12/29/2014