

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): Boca Raton, FL; Hilton Head, SC
4. Destination address: Boca Raton airport: HH airport

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

1	2/23/2020	MGW		Boca Raton FL
2	2/24/2020	Boca Raton FL		Hilton Head, SC
3	2/24/2020	Hilton Head, SC		MGW
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Ali Rezai	All legs	Director, Rockefeller Neuroscience Institute; Associate Dean; John D. Rockefeller IV tenured professor in neuroscience	WVU HSC	Dr. Rezai will travel to FL to attend (along with President Gee) multiple donor relations meetings related to the WVU Rockefeller Neurosciences Institute. From FL, both Gee and Rezai will travel to Hilton Head, SC for continued stewardship and donor relations meetings, then back to MGW.	4
2	Gordon Gee	Legs 2, 3	WVU President	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:

AG Printed: Amy Garbrick Date: 2/21/2020

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation: 2/21/2020

Printed name: Amy Garbrick

Updated: 12/29/2014