

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): LWB
4. Destination address: LWB airport

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	7/3/20	MGW		LWB
2	7/6/20	LWB		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU president	President's Office	President Gee and Mrs. Erickson will travel to Lewisburg to represent WVU at multiple donor relations meetings over the course of four days. Donor meetings include: *Overview of WVU's greatest needs for consideration by the Ruby Trust *Economic challenges presented to WVU by COVID-19 *Discussion of scholarship needs as well as to show appreciate for recent support of the Cancer Institute's fundraising initiative. *Updates on Blaney House projects with recent Blaney House Visiting Committee Chair *Seeking support for "We Are Stronger Together" 20 million dollar Foundation scholarship support initiative *Meeting to show appreciation for planning and financial support of recent Cancer Center initiative *Updated several key donors on WVU's plan to reopen campus in the fall	4
2	Laurie Erickson		WVU First Lady	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: 7/2/20

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation: 7/2/20

Printed name: Amy Garbrick

Updated: 12/29/2014