

**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	9/5/2020	MGW		LWB
2	9/8/2020	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 attend various donor relations meetings in Lewisburg, WV over the course of four days. Meetings are related to: WVU Chambers College of Business and Economics, pharmaceutical research, the WV Remote Worker program, and ongoing relationship building toward a major gift.	4
2	Laurie Erickson		WVU First Lady	President's Office		
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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: rental car

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

8. Signature of WVU President, Vice President, Chancellor or designee:  
 AG—signed digitally      Printed: Amy Garbrick      Date: 9/4/2020

For internal use:	
9. Approved by WVU President's Office: <u>AG—signed digitally</u>	Date sent to LJ Aviation: <u>9/4/2020</u>
Printed name: <u>Amy Garbrick</u>	<i>Updated: 12/29/2014</i>