

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): BCT and Naples
4. Destination address: various in each city

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

Leg	Trip date	Departure City	Departure Time	Arrival City
1	4/17/2021	MGW		Boca Raton FL
2	4/19/2021	MGW		Boca Raton FL
3	4/19/2021	Boca Raton FL		Naples, FL
4	4/19/2021	Naples, FL		MGW

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee	All legs	WVU President	President's Office	Passengers will travel to and from FL for multiple high-level donor relations meetings including a meeting to advance a proposal regarding a healthcare initiative to transform delivery and accessibility in WV and the region. Passengers will also travel to a meeting specific to a multi-million dollar proposal in support of the School of Dentistry.	4
2	Laurie Erickson	Leg 1 only	WVU First Lady	President's Office		
3	Clay Marsh	Legs 2, 3, 4	WVU VP for Health Sciences and Executive Dean	HSC		
4	BJ Davisson	Legs 2, 3, 4	Executive Vice President And Chief Development Officer	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:

X AG Printed: Amy Garbrick Date: 4/16/2021

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation: 4/16/2021

Printed name: Amy Garbrick

Updated: 12/29/2014