

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Donor relations / Healthcare
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Houston, TX
4. Destination address: HOU airport

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

| | | | | |
|---|-----------|-----|--|-----|
| 1 | 4/29/2021 | MGW | | HOU |
| 2 | 4/30/2021 | HOU | | MGW |
| 3 | | | | |
| 4 | | | | |

| | Name | Cell number | Department | VP Division | Business Justification | Code |
|---|----------------|-------------|--|-----------------------|---|------|
| 1 | Gordon Gee | | WVU President | President's Office | President Gee and a team from WVU will travel to meet with the Robertson family regarding their interest in partnering with the University and making a donation of land and otherwise for the creation of an educational campus and teaching hospital at Canaan Valley. They will also meet with an innovative health tech entrepreneur at the Texas Medical Center who is interested in bringing his capabilities to tackle gaps in rural healthcare. | 4 |
| 2 | Heather Bresch | | Possible project partner / Vantage Ventures | Academic Affairs | | |
| 3 | Sarah Biller | | Exec. Director, Vantage Ventures | Academic Affairs | | |
| 4 | Jim Hoyer | | AVP Strategic Initiatives | Strategic Initiatives | | |
| 5 | BJ Davisson | | Executive Vice President and Chief Development Officer | President's Office | | |
| 6 | Dave Alvarez | | WVU Board of Governors Chair | 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: 4/28/21

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation: 4/28/21

Printed name: Amy Garbrick

Updated: 12/29/2014