

West Virginia University Airplane Reservation Form

1. General business purpose for trip: WV GameChanger event + donor relations
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): LWB
4. Destination address: LWB


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

1	5/26/2021	MGW		LWB
2	5/29/2021	LWB		MGW

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Passengers will travel to Lewisburg, WV to represent WVU at The Game Changer Opioid Awareness and Substance Misuse Summit. West Virginia Game Changers is an initiative designed to educate, support and empower our youth to make healthy choices as they prepare to be our leaders of tomorrow. The proceeds raised from the two-day event, on May 26 & 27, will be used to continue and expand the evidence-based prevention programs being implemented in West Virginia Schools through Help & Hope WV and the State's outstanding prevention lead organizations. While attending this event, passengers will also participate in multiple donor relations meeting and events.	4
2	Laurie Erickson		WVU first lady	President's Office		
3	Shane Lyons	Leg 1 only	WVU Athletic Director	President's Office/ Athletics		
4	Emily Lyons	Leg 1 only	Spouse of WVU Athletic Director	President's Office/ Athletics		
5						
6						
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: _____
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: 5/25/2021

For internal use:	
9. Approved by WVU President's Office: <u>AG</u> 	Date sent to LJ Aviation: <u>5/25/2021</u>
<u>Amy Garbrick</u>	