

West Virginia University Airplane Reservation Form

1. General business purpose for trip WVU Foundation Board Meeting, WVU Alumni Association Board Meeting and donor relations meetings _____
2. Department contact/ phone number: Amy 3-8763 _____
3. Destination airport (if known): Boca Raton, FL; Naples, FL _____
4. Destination address: Boca Raton, FL; Naples, FL airports _____

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

1	3/5/2022	Boca Raton FL		Naples FL
2	3/6/2022	Naples FL		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee	Leg 1,2	WVU president	President's Office	Return travel to MGW for passengers as they traveled from multiple donor relations meetings and the WVU Foundation Board meeting and the WVU Alumni Association Board meetings and associated events in multiple locations in Florida.	4
2	Laurie Erickson	Leg 1,2	WVU First Lady	President's Office		
3	Sharon Martin	Leg 2	Vice President for University Relations	University Relations		
4	Meshea Poore	Leg 2	VP for Diversity, Equity and Inclusion	DDEI		
5	Kevin Berry	Leg 2	VP, WVU Alumni Assn	President's Office		
6	David Allaway	Leg 2	WVU Alumni Assn	President's Office		
7						

5. Lead passenger name / cell number: Gordon Gee  _____

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. Signature of WVU President, Vice President, Chancellor or designee:

X _____ AG Printed: Amy Garbrick Date: 3/4/2022 _____

For internal use:

8. Approved by WVU President's Office: _____ AG Date sent to LJ Aviation: 3/4/2022 _____

Printed name: _____ Amy Garbrick _____

Updated: 12/29/2014