

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): CRW and LWB
4. Destination address: _____

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

1	June 18 2022	MGW		CRW
2	June 18 2022	CRW		LWB
3	June 19 2022	LWB		MGW
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE		WVU President	President's Office	Travel for multiple donor relations events in multiple cities in southern WV, including for the 35th Annual Boone County WVU Alumni Chapter Pig Roast. Proceeds from this annual alumni chapter event go to WVU student scholarships. This annual event has raised over \$30,000 for more than 300 WVU students.	4
2	LAURIE ANN ERICKSON		WVU First Lady	President's Office		
3						
4						
5						
6						

5. Lead passenger name / cell number: Gordon Gee [REDACTED]
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: 6/16/2022

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation: 6/16/2022

Printed name: Amy Garbrick

Updated: 12/29/2014