

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
4. Destination address: CRW airport

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

1	8/22/2022	MGW		CRW and return
2				

	Name	Cell number	Department	VP Division	Business Justification.	Code
1	DR GORDON GEE		WVU President	President's Office	Travel in support of a WVU Medicine Children's major donor event in Charleston, WV. This event highlighted the philanthropic efforts of WVU Medicine Children's major donors. Audience members are major gift prospects in the Charleston Area.	4
2	Cindi Roth		President	WVU Foundation		
3	Amy Bush		Chief Administrative Officer, WVU Medicine Children's	WVU President's Office		
4	Christopher Mascio		Exec Director of WVU Children's Heart Center	WVU President's Office		
5	Albert Wright		president and CEO, WVU Health System	WVU President's Office		
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:
 AG Printed: Amy Garbrick Date 8/19/2022

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 8/19/2022

Printed name: Amy Garbrick

Updated: 12/29/2014