

West Virginia University Airplane Reservation Form

1. General business purpose for trip: National higher education presentation; donor relations
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): San Diego Intl. Airport/Bob Hope/Angelina County/Mgtn.
4. Destination address: San Diego, CA/Burbank, CA/Lufkin, TX/Morgantown, WV

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

1	03.31.2023	MGW	12:00PM	SAN
2	04.03.2023	SAN	5:15PM	BUR
3	04.03.2023	BUR	8:30PM	SAN
4	04.04.2023	SAN	1:00PM	LFK
5	04.04.2023	LFK	6:00PM	MGW

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE	Leg 1,2,3,4,5	WVU President	President's Office	President Gee was the keynote speaker at the 2023 Association of Governing Boards National Conference on Trusteeship. He spoke on "Envisioning Board of the Future" as well as during the closing session on "Govern for Talent." The audience was higher education governing board members and senior administrators from across the country. Other members of the closing panel were: Ron Parker, trustee, Texas Christian University; Gustavo Vildosola Ramos, chair, CETYS University; Hollis Robbins, dean, University of Utah College of Humanities. While in San Diego for this speaking engagement, President Gee and Mrs. Erickson also visited with WVU donors Ming and Eva Hsieh. The purpose of the stewardship visit was to bring good wishes from the University and update him on his gifts and investments to the WVU Forensic program, the RNI, and other University matters. On the return from San Diego to MGW, the plane stopped in Lufkin, TX to pick up newly named WVU women's basketball coach and family. This group traveled from Lufkin, Texas to Morgantown, WV to attend various meetings and events with WVU constituents and donors on campus.	4
2	LAUREI ERICKSON	Leg 2,3,4,5	WVU First Lady	President's Office		
3	MARK KELLOGG	Leg 5	Incoming WVU Women's BB Head Coach	Intercollegiate Athletics		
4	TRISHA KELLOGG	Leg 5	Spouse	Intercollegiate Athletics		
5	CAMDEN KELLOGG	Leg 5	Child	Intercollegiate Athletics		
6	KAYLI KELLOGG	Leg 5	Child	Intercollegiate Athletics		
7	CAROLINE KELLOGG	Leg 5	Child	Intercollegiate Athletics		

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 3/29/2023

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 3/29/2023
- Printed name: Amy Garbrick Updated: 12/29/2014