

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Return travel from donor relations meetings
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): LWB to MGW
4. Destination address: LWB airport to MGW

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	10.02.2022	LWB		MGW
2				
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE	[REDACTED]	WVU President	President's Office	Return travel Lewisburg, WV to Morgantown, WV. President Gee and Mrs. Erickson will meet with multiple donors in the Lewisburg area over the course of two days.	4
2	LAURIE ERICKSON	[REDACTED]	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:

AG Printed: Amy Garbrick Date 10/28/2022

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 10/28/2022

Printed name: Amy Garbrick

Updated: 12/29/2014