





West Virginia University Airplane Reservation Form

1. General business purpose for trip: WVU Tech Fundraising Event
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): BKW
4. Destination address: BKW airport

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	10.22.2022	MGW		BK W and return
2				
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE		WVU President	President's Office	Travel in support of the WVU Tech Fashion Show on Oct. 22, 2022. This event will raise funds for WVU Tech Athletics and raise awareness of the growth of the textile and apparel innovators in our region. It will feature fashions from global designers as well as West Virginia-based retailers and apparel creators. Community members, alumni and some special guests will serve as models during the fashion show. President Gee and Mrs. Erickson will also meet with WVU Tech President Carolyn Long and long-time Board of Governors member and WVU donor Ed Robinson ahead of the event to discuss support of the Tech president's residence.	4
2	LAURIE ERICKSON		WVU First Lady	President's Office		
3	JOEL BROWN		Senior Marketing Communications Strategist	University Relations		
4	JENNIFER MILLER		Manager, Brand and Trademark Licensing	University Relations		
5						
6						

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. Catering:
  - No catering required.
  - Catering is required. Details: \_\_\_\_\_
8. Signature of WVU President, Vice President, Chancellor or designee: \_\_\_\_\_

X

AG

Printed: Amy Garbrick

Date 10.21.2022

For internal use:

9. Approved by WVU President's Office:

AG

Date sent to LJ Aviation 10.21.2022

Printed name: Amy Garbrick

*Updated: 12/29/2014*