

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Multi purpose. See below.
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Scottsdale/San Francisco International
4. Destination address: Scottsdale, AZ/1052 North Access Road, San Francisco, CA

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	01.06.2023	MGW	11:30AM	SDL
2	01.06.2023	SDL	3:15PM	SFO
3	01.07.2023	SFO	9:00AM	MGW
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE	Leg 1,2,3	WVU President	President's Office	WVU President Gordon Gee, WVU Exec. Director of Vantage Ventures Sarah Biller and WVU Athletic Director Wren Baker will travel from Morgantown to Scottsdale to San Francisco. Business purpose of the trip: West Virginia University leadership will travel for four important meetings. These include a key athletic donor, University Foundation Board leadership, and a second substantial donor to the business school and Rockefeller Neuroscience Institute. Last, University personnel will meet with the CEO of a Fortune 150 company regarding a substantial business and research partnership with West Virginia University in the areas of digital health, supply chain, electronics engineering and renewable energy among others.	4
2	SARAH BILLER	Leg 1,2,3	Executive Director Vantage Ventures	President's Office		
3	WREN BAKER	Leg 1,2,3	Vice President and Director of Athletics	Intercollegiate Athletics		
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 01/05/2023

For internal use:	
9. Approved by WVU President's Office: <u>AG</u>	Date sent to LJ Aviation <u>01/05/2023</u>
Printed name: <u>Amy Garbrick</u>	<i>Updated: 12/29/2014</i>