


West Virginia University Airplane Reservation Form

1. General business purpose for trip: Multiple donor relations meetings. See below.
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Boca Raton Airport
4. Destination address: 3300 Airport Road/Boca Raton, FL 33431

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	02.18.2023	MGW	3:00PM	BCT
2	02.25.2023	BCT	2:00PM	MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE	Leg 1,2	WVU President	President's Office	Multi-purpose donor relations travel: 1. Meet with multiple donors in Naples, FL regarding opportunities to contribute to WVU's Day of Giving; 2. Meeting with the Mangurian Foundation related to a substantial ask for the Rockefeller Neurosciences Institute; 3. Attend a fundraising event for the American Heart Association with WVU major donors; 4. Meeting with WVU donors on the east coast regarding opportunities to contribute to WVU's Day of Giving	4
2	LAURIE ERICKSON	Leg 1,2	WVU First Lady	President's Office		
3	JOHN FAHEY	Leg 2	WVU Donor	President's Office		
4						
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 2.16.2023

For internal use:	
9. Approved by WVU President's Office: <u>AG</u>	Date sent to LJ Aviation <u>2.16.2023</u>
Printed name: <u>Amy Garbrick</u>	<i>Updated: 12/29/2014</i>