


**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Travel for multiple donor relations meeting in multiple cities
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Boca Raton Airport/West Palm Beach/Morgantown, WV
4. Destination address: 3300 Airport Road/Boca Raton, FL 33431/West Palm Beach, FL

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	03.16.2023	MGW	10:00AM	BCT
2				
3	03.19.2023	PBI	2:30PM	MGW
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE	Leg 1,2,3	WVU President	President's Office	Travel for multiple donor relations meeting in multiple cities	4
2						
3						
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 3.15.2023

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 3.15.2023

Printed name: Amy Garbrick *Updated: 12/29/2014*