


West Virginia University Airplane Reservation Form

General business purpose for trip: Travel for a meeting of the WVU Foundation Board of Directors.

- 1. Department contact/ phone number: Amy 3-8763
- 2. Destination airport (if known): Orlando International Airport/Mgtn. Municipal Airport
- 3. Destination address: 4215 Lindy Circle/Orlando, FL 32827/Morgantown, WV

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	03.02.2023	MGW	9:30AM	MCO
2	03.03.2023	MCO	1:50PM	MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE	Leg 1,2	WVU President	President's Office	Travel for a meeting of the WVU Foundation Board of Directors.	4
2	LAURIE ERICKSON	Leg 1	WVU First Lady	President's Office		
3	CLAY MARSH	Leg 1,2	Chancellor and Executive Dean	WVU Health Sciences		
4	MARYANNE REED	Leg 1	Provost and VP of Academic Affairs	Provost's Office		
5	ROB ALSOP	Leg 1	Vice President for Strategic Initiatives	Government Relations		
6						

- 4. Lead passenger name / cell number: Gordon Gee 
- 5. 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: _____
- 6. Catering:
 - No catering required.
 - Catering is required. Details: _____
- 7. Signature of WVU President, Vice President, Chancellor or designee:

X AG Printed: Amy Garbrick Date 3.1.2023

For internal use:

8. Approved by WVU President's Office: AG Date sent to LJ Aviation 3.1.2023

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