

West Virginia University Airplane Reservation Form

1. General business purpose for trip: donor relations
2. Department contact/ phone number: Amy Garbrick
3. Destination airport (if known): Greenbrier Valley Airport LWB/Mgtn. Regional Airport
4. Destination address: 558 Airport Road. Lewisburg, WV 24901/Morgantown, WV

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	05.27.2023	LWB	3:00PM	MGW
2	05.27.2023	MGW	8:00PM	LWB
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 donor event related to the newly opened WVU Reynolds Hall. Attendees include multiple WVU donors, Foundation Board members and local community leaders.	4
2	LAURIE ERICKSON	Leg 1, 2	WVU First Lady	President's Office		
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 5/27/2023

For internal use:	
9. Approved by WVU President's Office: <u>AG</u>	Date sent to LJ Aviation <u>5/27/2023</u>
Printed name: <u>Amy Garbrick</u>	<i>Updated: 12/29/2014</i>