


West Virginia University Airplane Reservation Form

1. General business purpose for trip: Donor relations
2. Department contact/ phone number: Amy Garbrick 293-8763
3. Destination airport (if known): Orlando International Airport
4. Destination address: 1 Jeff Fuqua Boulevard/Orlando, FL 32827

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	10.27.2023	LBE	2:00 PM	MCO
2	10.27.2023	MCO	8:00 PM	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 to Orlando, FL for WVU President Gordon Gee and WVU Foundation President and CEO Cindi Roth to attend a donor event at the home of Jim and Alexis Pugh ahead of the WVU vs. UCF football game in Orlando FL. President Gee will speak at this donor event and give an update on the University to those in attendance.	4
2						
3	CINDI ROTH	Leg 1	WVU Foundation President	WVU Foundation		
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 10.26.2023

For internal use:	
9. Approved by WVU President's Office: <u>AG</u>	Date sent to LJ Aviation <u>10.26.2023</u>
Printed name: <u>Amy Garbrick</u>	<i>Updated: 12/29/2014</i>