

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Travel to meet with a potential donor specifically related to the WVU Purpose Center. \_\_\_\_\_
2. Department contact/ phone number: Amy Garbrick 293-8763
3. Destination airport (if known): Dulles International Airport
4. Destination address: 1 Saarinen Circle/Dulles, VA 20166

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	08.18.2023	MGW	11:00AM	IAD
2	08.18.2023	IAD	4:00PM	MGW
3				
4				

	Name	Cell Number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE	Leg 1, 2	WVU President	President's Office	Travel to meet with a potential donor specifically related to the WVU Purpose Center.	4
2	SHARON MARTIN	Leg 1, 2	VP for University Relations & Enrollment	University Relations		
3	JEANETTE GIDLEY	Leg 1, 2	Sr. Executive Director of Principal Gifts	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 8/17/2023

For internal use:	
9. Approved by WVU President's Office: <u>AG</u>	Date sent to LJ Aviation <u>8/17/2023</u>
Printed name: <u>Amy Garbrick</u>	<i>Updated: 12/29/2014</i>