

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): Philadelphia International Airport
4. Destination address: 8500 Essington Avenue/Philadelphia, PA 19153

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	10.11.2023	MGW	3:00PM	PHL
2	10.11.2023	PHL	9:30PM	MGW
3				
4				

	Name	Cell Number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE	Leg 1, 2	WVU President	President's Office	Trip related to donor cultivation with Sean Cercone as they are working on structuring a gift that would benefit WVU students and theater at WVU. Sean Cercone is a WVU School of Theatre and Dance alumni entrepreneur and is the CEO and Founder of Broadway Licensing.	4
2	LAURIE ERICKSON	Leg 1, 2	WVU First Lady	President's Office		
3	KEITH JACKSON	Leg 1, 2	Dean, College of Creative Arts	Provost's Office		
4	PAUL KREIDER	Leg 1, 2	Vice Provost	Provost's Office		
5	JENNIFER JORDAN	Leg 1, 2	Director of Development, CCAC	WVU Foundation		
6						

5. Lead passenger name / cell number: Gordon Gee [REDACTED]
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 10.10.2023

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 10.10.2023

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