

West Virginia University Airplane Reservation Form

1. General business purpose for trip: See below
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Huntington WV
4. Destination address: Huntington WV airport

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	10.6.2023	MGW		Huntington WV
2	10.6.2023	Huntington WV		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Laurie Erickson		WVU First Lady	President's Office	Represent WVU at the Inaugural "Women Warriors Summit," hosted by Marshall University First Lady Alys Smith. The summit will bring together trailblazing women from Appalachia and beyond to host empowering talks about breaking barriers and having courageous conversations in all aspects of life.	4
2	Elizabeth Vitullo		assistant vice president of economic innovation	Economic Innovation		
3	Abbey Esquerra		Executive Director of Development, Chambers College of Business and Economics	Provost's Office		
4	Lisa DeFrank-Cole		Director of WVU's Leadership Studies Program	Provost's Office		
5	Jamie Billotti		Executive Health Program Manager	WVU Medicine		
6	Ali Jeny		Director, Science Adventure School	Provost's Office		
7	Meshea Poore		VP, Diversity Equity and Inclusion	Diversity Equity and Inclusion		

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 10.5.2023

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 10.5.2023

Printed name: Amy Garbrick

Updated: 12/29/2014