

**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): Boston Logan International Airport
4. Destination address: East Boston, MA 02128

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	10.21.2023	MGW	7:30 AM	BOS
2	10.21.2023	BOS	12:00 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	Passengers will travel to Boston, MA for the funeral services of the son of major WVU donors Bob and Laura Reynolds.	4
2	LAURIE ERICKSON	Leg 1, 2	WVU First Lady	President's Office		
3	JOSHUA HALL	Leg 1, 2	Dean, John Chambers College of B&E	Provost's Office		
4	DAVID ALVAREZ	Leg 1, 2	Board Chair	MVB Financial Corp		
5	DON ROBINSON	Leg 1, 2	President	MVB Financial Corp		
6	TIM BOLING	Leg 1, 2	Sr Assoc VP of Leadership Philanthropy	WVU Foundation		

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 10.20.2023

For internal use:

9. Approved by WVU President's Office: AG                      Date sent to LJ Aviation 10.20.2023

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