

**West Virginia University Airplane Reservation Form**

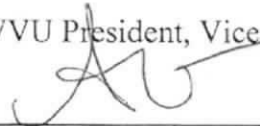
1. General business purpose for trip: Attend ground breaking ceremony at the Summit Bechtel: Family National Scout Reserve
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Beckley
4. Destination address: BKW airport

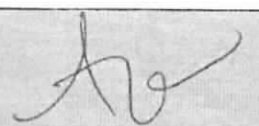
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	6/15/2016	MGW		BKW
2	6/15/2016	BKW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee and Greg Corio will travel to the ground breaking and other official events for the Summit Bechtel Family National Scout Reserve. The Summit is a training, scouting and adventure center for millions of youth and adults involved with the Boy Scouts of America. President Gee is on the National BSA Board. The people that President Gee and Greg will network with/meet at this event are extremely valuable in elevating the recruitment and presence of WVU, particularly in the southern part of the state.	3, 4
2	Greg Corio		Adventure WV	WVU Student Life		3, 4

5. Lead passenger name / cell number: Gee- on file
- 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: \_\_\_\_\_

6. Catering:
- No catering required.
- Catering is required. Details: \_\_\_\_\_

7. Signature of WVU President, Vice President, Chancellor or designee:
-  Printed: Amy Garbrick Date: 6/14/16

For internal use:	
8. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>6/14/16</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014