

**West Virginia University Airplane Reservation Form**

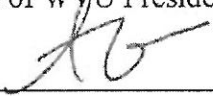
1. General business purpose for trip: Boy Scouts of America meeting
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): DFW
4. Destination address: DFW airport

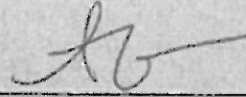
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	2/13/2017	MGW		DFW
2	2/15/2017	DFW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee, Greg Corio and Javier Reyes will attend meetings with officials from the Boy Scouts of America during this Board meeting. President Gee is on the BSA Board. Meetings included the topic of the National Scout Jamboree to be held at the Summit Bechtel in southern West Virginia.	3, 4
2	Greg Corio		Adventure WV	Academic Affairs		3, 4
3	Javier Reyes	Return flight only	Dean, College of B&E	Academic Affairs		3, 4

5. Lead passenger name / cell number: Gee- on file
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:  
  Printed: Amy Garbrick Date: 2/10/17

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>2/10/17</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014