

West Virginia University Airplane Reservation Form

1. General business purpose for trip: National Boy Scouts of America Annual Meeting
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Dallas/Love Field
4. Destination address: Sheraton Dallas Hotel

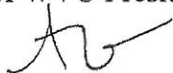
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	5/23/2018	MGW		Dallas
2	5/24/2018	Dallas		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Travel to and from Dallas/Love Field to attend the National Annual Meeting of the Boy Scouts of America. President Gee is on the National BSA Board and the Boy Scouts of America has a strong partnership with WVU and the state of WV.	4
2	Greg Corio		Exec Director of Student Recreation and Outdoor Education	Academic Affairs		
3	Steve Storck		WVU Tech Adventures	Academic Affairs		
4	Rebel Smith		Asst Dean for Undergrad Programs, B&E	Academic Affairs		
5	Javier Reyes		Dean, B&E	Academic Affairs		

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:

X  Printed: Amy Garbrick Date: 5-22-18

For internal use:

9. Approved by WVU President's Office: 

Date sent to LJ Aviation: 5-22-18

Printed name: Amy Garbrick

Updated: 12/29/2014