

West Virginia University Airplane Reservation Form

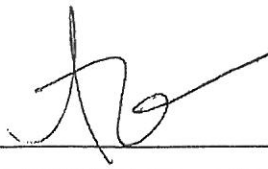
1. General business purpose for trip: WV Annual Business Summit, and BSA Top Hands Conference
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): LWB, IAD
4. Destination address: LWB, IAD airports

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	8/28/2018	MGW		LWB
2	8/30/2018	LWB		IAD and return to LWB
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee, Robin Yorty and Joyce McConnell will attend the WV Business Summit in Lewisburg, WV. The West Virginia Chamber Annual Meeting and Business Summit is the largest gathering of business, industry, financial, and political leaders from around our state. From the Business Summit, President Gee and Dean Reyes will travel to and from Washington, DC to present to Scouting professionals from across the country at the Boy Scouts of America "Top Hands Conference." At this national conference, President Gee will speak about the new degree programs that WVU is launching that relate to Scouting and how the BSA can work with WVU to make this partnership successful. President Gee will charge attendees with identifying at least one or two Scouts who are interested in scouting careers and encourage them to pursue these degree programs.	4
2	Robin Yorty		Liaison to the President / Donor Relations	President's Office		4
3	Joyce McConnell		VP for Academic Affairs and Provost	Academic Affairs		4
4	Javier Reyes (LWB – IAD – LWB only)		Dean, WVU College of Business and Economics	Academic Affairs		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: _____

X

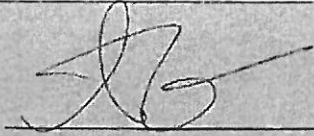


Printed: Amy Garbrick

Date: 8/27/18

For internal use:

9. Approved by WVU President's Office:



Date sent to LJ Aviation: 8/27/18

Printed name: Amy Garbrick

Updated: 12/29/2014