

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Big 12 Board meeting, Boy Scouts of America Board 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	10/28/2018	MGW		DFW
2	10/31/2018	DFW		MGW
3				
4				

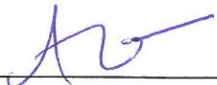
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Travel to Dallas TX for multiple purposes: 1. President Gee will travel for the Big 12 Board of Directors meeting. He is chair of the board. He will also travel for the National Boy Scouts of America Board meeting, as he is on their Board. McConnell, Reyes and Corio will all travel to attend the BSA meeting. WVU has a very strong partnership with the BSA. It was recently announced that WVU will offer two new degree programs to train future leaders of organizations like the BSA.	3, 4
2	Joyce McConnell		VP for Academic Affairs/ Provost	Academic Affairs		
3	Javier Reyes		Dean, College of B&E	Academic Affairs		
4	Greg Corio		Executive Director of Student Recreation and Outdoor Education	Academic Affairs		

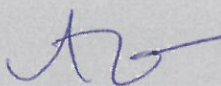
5. Lead passenger name / cell number: Gee- on file

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:

 Printed: Amy Garbrick Date: 10.25.18

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>10.25.18</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014