

West Virginia University Airplane Reservation Form

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

Leg: Trip date: Departure City: Departure Time: Arrival City:

1	2/26/2019	MGW		DFW
2	2/27/2019	DFW		Austin
3	2/27/2019	Austin		MGW
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		President	President's Office	Multi-purpose trip: 1. Boy Scouts of America Board meeting and continued efforts on the WVU/BSA partnership for both the Summit Bechtel, as well as the WVU degree programs recently announced in conjunction with the BSA. 2. Meeting with leadership from the Purpose Institute. The Purpose Institute assists organizations in reaching their highest performance through understanding and activating their purpose. As WVU has worked on building a new culture and brand over the past several years, this institute can help WVU in creating a more powerful position that resonates with today's students, faculty and staff. It is the next step in building a powerful university that leverages its brand and its talents based on purpose.	4
2	Greg Corio		Assistant Dean for Strategic Youth Development Initiatives	Academic Affairs		
3	Sharon Martin		Vice President, Univ Relations	University Relations		
4	Cris Debord		VP, Talent and Culture	Strategic Initiatives		
5						
6						
7						

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

AG

Printed: Amy Garbrick

Date:

2.25.19

For internal use:

9. Approved by WVU President's Office:

AG

Date sent to LJ Aviation:

2.25.19

Printed name: Amy Garbrick

Updated: 12/29/2014