

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Big 12 meeting, Boy Scouts of America National meeting
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): DFW and DEN

4. Destination address: \_\_\_\_\_

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

1	5/29/2019	MGW		DFW *
2	5/31/2019	DFW		DEN
3	6/1/2019	DEN		MGW
4				

\* Note: Due to weather, plane circled DFW and had to land in Tyler, TX (2 hours away)

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		President	President's Office	President Gee and Mrs. Erickson will travel from MGW to Dallas to attend the Big 12 Board of Director meetings and associated events. They will then travel to Denver to attend the National Boy Scouts of America Annual Meeting. President Gee is a member of both Boards. At the annual BSA meeting, WVU will set up booths and displays promoting the new majors offered in both the John Chambers College of B&E as well as at WVU Tech related to youth leadership development and outdoor recreation leadership. WVU is partnering with the BSA in many critical areas (including medical) as the World Scout Jamboree is being hosted at the Summit Bechtel Reserve in July 2019.	3, 6
2	Laurie Erickson		First Lady	President's Office		
3	Kelly Nix	Leg 3 only	Teaching Assistant Professor, Management	College of B&E		
4	Bill Ramsey	Leg 3 only	<b>Associate Vice President for Coordination and Logistics &amp; Chief Collaboration Officer</b>	WVU HSC		
5	Elaine McVay	Leg 3 only	Director of Housing Marketing	WVU University Relations		
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.

