

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: WV Day at the World Scout Jamboree
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): BKW
4. Destination address: BKW

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	7/30/2019	MGW		BKW
2	7/30/2019	BKW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		President	President's Office	Passengers will represent WVU at the 24 <sup>th</sup> World Scout Jamboree's "WV Day." Passengers will attend various events including the dedication of the Steve Antoline Family Conservation Trail and the Steve Antoline Family Conservation Center. WVU partnered with Mr. Antoline (a WVU, Scouting, 4-H and Young Life donor) on educational programming for this Center. During the WV Day dinner, President Gee will speak about WVU's partnership with the BSA and the Summit Bechtel Reserve, as well as WVU's Youth Development Initiative office. President Gee is a member of the National Boy Scouts of America. WVU is also helping to lead the medical logistics for the entire WSJ. Jamboree Medical Services has a staff of 450 volunteers and 30 medical facilities throughout the site.	4
2	Sharon Martin		VP University Relations	University Relations		
3	Bill Ramsey		<b>Associate Vice President for Coordination and Logistics &amp; Chief Collaboration Officer</b>	Health Sciences Center		
4	Robin Yorty		Liaison to the President/ Donor Relations	President's Office		
5	BJ Davisson		WVU Foundation Chief Development Officer	President's Office		
6	Paula Congelio		VICE PRESIDENT AND CHIEF FINANCIAL OFFICER FOR THE UNIVERSITY	President's Office		
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: \_\_\_\_\_

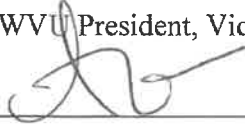
7. Catering:

No catering required.

Catering is required. Details: \_\_\_\_\_

8. Signature of WVU President, Vice President, Chancellor or designee:

X



Printed: Amy Garbrick

Date:

7.29.19

For internal use:

9. Approved by WVU President's Office:



Date sent to LJ Aviation:

7.29.19

Printed name:     Amy Garbrick    

Updated: 12/29/2014