West Virginia University Airplane Reservation Form

2. Department contact/ phone number: Amy 3-8763 3. Destination airport (if known):		1. (General bu	siness purpo	ose for trip: Boy S	couts of America Na	itional Meeting	
4. Destination address: DFW Leg: Trip date: Departure City: Departure Time: Arrival City: 1		2. I	Departmen	t contact/ pł	none number: Amy 3	-8763		
Leg: Trip date:		3. I	Destination	airport (if l	known): DFW			
Leg: Trip date:		4. T	Destination	address: I)FW			
1]					Departure Time:	Arrival City:	
Name	1	-						
Number President President's Office Travel to Dallas/Ft. Worth for the national meeting of the Boy Scouts of America. President Gee is on the national BSA Board of Directors. Corio and Ramsey will also attend BSA/WVU-related meetings while in Dallas, particularly as it relates to WVU's involvement in the healthcare of the 2021 National Scout Jamboree to be held at the Summit Bechtel Reserve, located less than 15 miles from WVU's Beckley campus. See	2	10	/23/2019		DFW		MGW	
Bill Ramsey Associate Vice President for Coordination and Logistics & Chief Collaboration Officer WVU Youth Development Initiative Student Life Ground transportation: No ground transportation: No ground transportation required. I prefer to set up my own ground transportation. X I prefer to have LJ Aviation set up ground transportation. Catering: X No catering required. Catering is required. Details: 8. Signature of WVU President, Vice President, Chancellor or designee: X Printed: Amy Garbrick Date: Date: Date: Date: Associate Vice Frosident for Coordination Rational meeting of the Boy Scouts of America. President Gee is on the national BSA Aboard of Directors. Corio and Ramsey will also attend BSA/WVU-related meetings while in Dallas, particularly as it relates to WVU's involvement in the healthcare of the 2021 National Scout Jamboree to be held at the Summit Bechtel Reserve, located less than 15 miles from WVU's Beckley campus. 5. Lead passenger name / cell number: Gee- on file 6. Ground transportation required. I prefer to set up my own ground transportation. X I prefer to have LJ Aviation set up ground transportation. Details: 7. Catering: X No catering required. Catering is required. Catering is required. Amy Garbrick Date: Printed: Amy Garbrick Date: Da		ı	Vame		Department	VP Division	Business Justification	Code
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X No catering required. Catering is required. Details: 8. Signature of WVU President, Vice President, Chancellor or designee: X Printed: Amy Garbrick Date: 10/1/19 For internal use:			round tran No g	sportation: round trans fer to set up	sportation required. To my own ground train	nsportation.		-
Printed: Amy Garbrick Date: 10/21/19 For internal use:			<u>X</u> No c	~ ~				
10/21				WVU Pres		•		
9. Approved by WVU President's Office: Date sent to LJ Aviation:								
Printed name:Amy Garbrick Updated: 12/29/20.		14						