

West Virginia University Airplane Reservation Form


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


Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	10/22/2019	MGW		DFW
2	10/23/2019	DFW		MGW

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		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.	
2	Bill Ramsey		Associate Vice President for Coordination and Logistics & Chief Collaboration Officer	Health Sciences Center		
3	Greg Corio		WVU Youth Development Initiative	Student Life		

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: 10/21/19

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>10/21/19</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014