

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Boy Scouts of America Board 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	2/18/2020	MGW		DFW
2	2/19/2020	DFW		Huntington, WV
3	2/19/2020	Huntington, WV		MGW
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Represent WVU at the Boy Scouts of America Board meeting and continued work on the partnership at the Summit Bechtel Reserve in WV, and between the BSA and WVU, particularly as it relates to WVU's Scout-related majors in the Chambers College of B&E. On the return to Morgantown, passengers represented WVU at the "CEO Panel with Brad Smith, moderator, Exec. Chairman, Intuit" on the Marshall University campus. This event offers an exceptional opportunity to hear from c-suite executives and industry leaders on a variety of topics where they can draw tangible and applicable knowledge.	4
2	Javier Reyes		Dean, Chambers College of B&E	Academic Affairs		
3	Danny Twilley		Asst. Dean, Chambers College of B&E	Academic Affairs		
4	Greg Corio		Asst. Dean, Office of Youth Development	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:
 AG Printed: Amy Garbrick Date: 2/17/2020

<p>For internal use:</p> <p>9. Approved by WVU President's Office: <u>AG</u> Date sent to LJ Aviation: <u>2/17/2020</u></p> <p>Printed name: <u>Amy Garbrick</u> Updated: <u>12/29/2014</u></p>
