

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Matters related to Virgin Hyperloop; donor relations; BSA

2. Department contact/ phone number: Amy 3-8763

3. Destination airport (if known): Truckee/Tahoe, Houston, Dallas

4. Destination address: _____

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

| | | | | |
|---|-----------|---------------|--|---------------|
| 1 | 8/16/2020 | MGW | | Truckee/Tahoe |
| 2 | 8/16/2020 | Truckee/Tahoe | | Houston |
| 3 | 8/18/2020 | Houston | | Dallas |
| 4 | 8/18/2020 | Dallas | | MGW |

| | Name | Cell number | Department | VP Division | Business Justification | Code |
|---|--------------|-------------|--------------------------------------|--|--|------|
| 1 | Gordon Gee | | WVU President | President's Office | MGW to Truckee/Tahoe—meetings related to the development of the WV/WVU/ Virgin Hyperloop partnership Houston—meeting with a WVU Foundation Board member on matters related to WVU's Return-to-Campus efforts as it relates to COVID-19 and the student scholarship support that is needed through the WVU Foundation campaign, as well as entrepreneurial investment opportunities. Also in Houston—meeting with the chairman and CEO of National Resource Partners on matters related to the development around the Virgin Hyperloop partnership with WVU. Dallas—meeting with the WVU/Boy Scouts of America project team on matters related to the national partnership, as well as a private meeting with the BSA President and CEO as well as the Assistant BSA Chief Scout Executive. | 4 |
| 2 | Sarah Biller | | Executive Director, Vantage Ventures | Chambers' College of Business and Economics / Provost's Office | | |

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- signed digitally Printed: Amy Garbrick Date: _____

For internal use:

9. Approved by WVU President's Office: AG- signed digitally Date sent to LJ Aviation: 8/14/2020

Printed name: Amy Garbrick

Updated: 12/29/2014