

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Continued meetings regarding the WVU/Boy Scouts of America partnership, particularly related to the Summit Bechtel Reserve programs
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	8/26/20	MGW		CRW
2	8/26/20	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU president		President Gee and Mrs. Erickson will represent WVU at the BSA Summit Bechtel Reserve Sportsman's Classic. Meetings include high-level meetings with BSA top officials regarding WVU's BSA national partnership, specifically at the Summit Bechtel Reserve. They will also attend the Town Hall Dinner with keynote by Rex Tillerson "Addressing the Values in Crisis in our Nation"—a discussion addressing the current climate and how Scouting programs are critical in equipping our future leaders with the ethics and leadership skills required to guide our country throughout the next generation. President Gee is a member of the National Board of the Boy Scouts of America.	4
2	Laurie Erickson		WVU First Lady			
3						
4						
5						
6						
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:

AG—signed digitally

Printed: Amy Garbrick

Date: 8/25/2020

For internal use:

9. Approved by WVU President's Office: AG—signed digitally Date sent to LJ Aviation: 8/25/2020

Printed name: Amy Garbrick

*Updated: 12/29/2014*