

West Virginia University Airplane Reservation Form

1. General business purpose for trip: National Boy Scouts of America meeting, Virgin Hyperloop and donor relations _____
2. Department contact/ phone number: Amy 3-8763 _____
3. Destination airport (if known): BKW, DFW, HOU _____
4. Destination address: various _____

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	9/23/2020	MGW		BKW
2	9/23/2020	BKW		DFW
3	9/23/2020	DFW		HOU
4	9/24/2020	HOU		BKW
5	9/24/2020	BKW		MGW

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee- all legs		WVU President	President's Office	Travel to Dallas, TX a meeting at the Boy Scouts of America National Headquarters related to WVU's national BSA partnership, particularly as it relates to the Summit Bechtel Reserve near Beckley, WV. Travel to Houston, TX for meetings related to Virgin Hyperloop's partnership with WVU and WV, as well as a meeting with a WVU alum with over 20 years of experience in the oil and gas industry and is a Chambers College prospect at principal gift level.	4
2	Javier Reyes- all legs		Dean, Chambers College of B&E	Provost's Office		
3	Elizabeth Vitullo- all legs		Assistant Dean of Strategic Initiatives, Chambers College of B&E	Provost's Office		
4	Al Lambert – leg 2 only		Assistant Chief Scout Executive, Boy Scouts of America	President's Office		
5	James Hoyer- legs 2, 3, 4		The Adjutant General, West Virginia Joint Forces Headquarters- West Virginia	President'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.
 - X _____ I prefer to have LJ Aviation set up ground transportation. Details: _____
7. Catering:
 - X _____ No catering required.
 - _____ Catering is required. Details: _____

8. Signature of WVU President, Vice President, Chancellor or designee:

X AG- signed digitally Printed: Amy Garbrick Date: 9/22/2020

For internal use:

9. Approved by WVU President's Office: AG- signed digitally Date sent to LJ Aviation: 9/22/2020

Printed name: Amy Garbrick

Updated: 12/29/2014