

West Virginia University Airplane Reservation Form

1. General business purpose for trip: See below
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): HOU and DAL
4. Destination address: _____

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

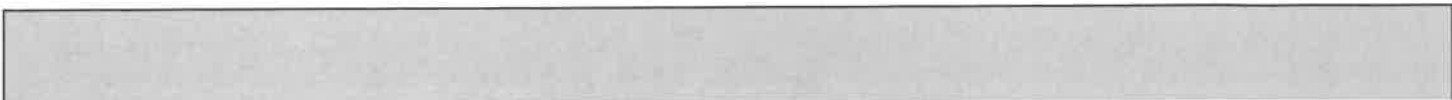
1	3/8/2021	MGW		HOU
2	3/9/2021	HOU		DAL
3	3/9/2021	DAL		MGW
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Travel to Houston regarding the WV/WVU/Virgin Hyperloop partnership, as well as separate WVU donor meetings. Travel to Dallas for meeting with national Boy Scouts of America officials regarding the WVU / BSA / Summit Bechtel Reserve (SBR) partnership and opportunities, particularly as it relates to the SBR property and related programs in West Virginia. Sterrett will travel back to WV with the group following the WVU/BSA meeting to a meeting at the SBR.	4
2	Javier Reyes		Dean, Chambers College of B&E	Academic Affairs		
3	Greg Corio		Assistant Vice President for the Outdoor Economic Development Collaborative	Academic Affairs		
4	Liz Vitullo		Assistant Dean of Strategic Initiatives	Academic Affairs		
5	BJ Davisson		WVU Executive Vice President and Chief Development Officer.	President's Office		
6	Patrick Sterrett	Leg 3 only	BSA Assistant Chief Scout Executive	President's Office		
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: _____

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

X AG Printed: Amy Garbrick Date: 3/7/2021



For internal use:

8. Approved by WVU President's Office: AG Date sent to LJ Aviation: 3/7/2021

Printed name: Amy Garbrick

Updated: 12/29/2014