

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Keynote address for Boy Scouts of America fundraising event
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): MRB
4. Destination address: MRB airport

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

1	6/8/2021	MGW		MRB
2	6/8/2021	MRB		MGW

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	President Gee will travel to Martinsburg WV to give the keynote address to the Shenandoah Area Council Boy Scouts of America Friends of Scouting annual fundraising event honoring former WVU Board of Governors Chairman Jim Dailey. President Gee is a member of the National Board of Directors of the Boy Scouts of America and WVU has an ongoing partnership with both the National BSA as well as with local Councils.	4
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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:

X AG Printed: Amy Garbrick Date: 6/7/2021

For internal use:	
9. Approved by WVU President's Office: <u>AG</u>	Date sent to LJ Aviation: <u>6/7/2021</u>
Printed name: <u>Amy Garbrick</u>	<i>Updated: 12/29/2014</i>