West Virginia University Airplane Reservation Form

1. General business purpose for trip: BSA Sportsman's Classic event at Summit Bechtel Reserve
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): BKW
4. Destination address: _____

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	June 22 2022	MGW		BKW
2	June 22 2022	BKW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE		WVU President	President's Office	Travel to attend meetings and events related to the BSA's Sportsman's Classic at the Summit Bechtel Reserve, near Beckley WV. President Gee is a member of the National Boy Scouts of America Board. Events include private meetings with BSA National Leadership, as well as presentations on WVU's Science Adventure School, which takes place at the SBR. Additional meetings regarding WVU's involvement in the National Scout Jamboree in 2023.	4
2	GREG CORIO		Assistant Vice President for Outdoor Youth Advocacy and Initiatives	Provost's Office		
3	ALI JENEY		Director, WVU's Science Adventure School	Provost's Office		
4						
5						
6						

5. Lead passenger name / cell number: Gordon Ge[redacted] _____
6. Ground transportation:
   X____ 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:
   _X_ No catering required.
   ____ Catering is required. Details: _____
8. Signature of WVU President, Vice President, Chancellor or designee:

   X AG Printed: Amy Garbrick Date: 6/14/2022

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation: 6/14/2022

Printed name: ___Amy Garbrick_____ *Updated: 12/29/2014*