

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Travel to National Scout Jamboree
2. Department contact/ phone number: Amy Garbrick
3. Destination airport (if known): Raleigh County Memorial Airport
4. Destination address: 176 Airport Road #105, Beaver, WV 25813

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	07.20.2023	MGW	9:00AM	BKW
2	07.20.2023	BKW	7:00PM	MGW
3				

	Name	Cell Number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE	Leg 1, 2	WVU President	President's Office	Travel to the 2023 Boy Scouts of America National Scout Jamboree at the Summit Bechtel Reserve near Beckley, WV. WVU and the BSA have a partnership, particularly as one of the BSA's high-adventure bases is now home to the NSJ permanently in WV. This year, more than 15,000 Scouts from across the country traveled to WV for 10 days. Passengers will travel to the NSJ in support of WVU's partnership including visiting on-site with WVU students, faculty, residents and staff from the schools of Dentistry, Medicine and Nursing and the Eberly College Department of Psychology, and Science Behind the Sport who are providing program for the 15,000 Scouts specifically related to WVU (recruitment). WVU HSC and WVU Medicine team members will provide medical care for the duration of the 10-day event. President Gee will also have several speaking engagements while at the NSJ including on-site interviews and keynote addresses.	4
2	DARRELL DONAHUE	Leg 1, 2	Dean, Davis College	Provost Office		
3	JOSHUA HALL	Leg 1, 2	Dean, Chambers College	Provost Office		
4	AUTUMN CYPRES	Leg 1, 2	Dean, College of Applied Sciences	Provost Office		
5	JORGE ATILES	Leg 1, 2	Dean, WVU Extension	Provost Office		
6	JASON GROSS	Leg 1, 2	Assoc. Professor and Assoc. Chair-Statler	College of Mech. and Aerospace Engineering		
7	AMELIA RINEHART	Leg 1, 2	Dean, College of Law	Provost Office		

5. Lead passenger name / cell number: Gordon Gee
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 7/19/2023

For internal use:	
9. Approved by WVU President's Office: <u>AG</u>	Date sent to LJ Aviation <u>7/19/2023</u>
Printed name: <u>Amy Garbrick</u>	<i>Updated: 12/29/2014</i>