

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Return travel from National Scout Jamboree
2. Department contact/ phone number: Amy Garbrick
3. Destination airport (if known): Morgantown Municipal Airport
4. Destination address: 100 Hart Field Road/Morgantown, WV 26505

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	07.23.2023	BKW	8:00PM	MGW
2				
3				
4				

	Name	Cell Number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE	Leg 1	WVU President	President's Office	President Gee/return travel from the 2023 National Scout Jamboree at the Summit Bechtel Reserve. The National Boy Scouts of America honored West Virginia University and its partnership with the National Scout Jamboree and the Summit Bechtel Reserve at a dinner during the National Scout Jamboree on July 23, 2023. President Gee represented WVU and interacted with national BSA leadership as well as Senator Manchin (one of the original visionaries for the Summit Bechtel Reserve). A WVU student spoke at the 100-person event and told his story of how he transferred to WVU from another institution after attending the 2019 World Scout Jamboree, fell in love with the State, and with WVU and now calls WV his forever home.	4
2						
3						
4						
5						
6						

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 7/21/2023

For internal use:	
9. Approved by WVU President's Office: <u>AG</u>	Date sent to LJ Aviation <u>7/21/2023</u>
Printed name: <u>Amy Garbrick</u>	<i>Updated: 12/29/2014</i>