

**West Virginia University Airplane Reservation Form**

To meet with Governor Justice to further implementation of interim secretary position for Jeff Coben and several meetings with DHHR staff across the state.

1. General business purpose for trip: Also, to meet with Legislative leadership as well as the Governor press briefing.
2. Department contact/ phone number: Babette Taylor/ [REDACTED]
3. Destination airport (if known): Trip 1 – Charleston; Trip 2 - Morgantown

Destination address: \_\_\_\_\_

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	12/12/2022	Morgantown	9:00am	Charleston, WV
2	12/12/2022	Charleston	5:30pm	Morgantown, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Clay B. Marsh	[REDACTED]	WVU HSC	CHANCELLOR HSC	To meet with Governor Justice for further implementation of interim secretary position for Jeff Coben and several meetings with DHHR staff across the state.	3
2	Bill Ramsey		WVU HSC		Also, to meet with Legislative leadership as well as the Governor press briefing.	3
3	Jim Hoyer		WVU HSC			3
4	Jeff Coben		WVU HSC			3
5						3
6						
7						

1. Lead passenger name / cell number: Clay Marsh [REDACTED]

2. 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: \_\_\_\_\_

3. Catering:

- No catering required.  
 Catering is required. Details: \_\_\_\_\_

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

 Printed: \_\_\_\_\_ Date: 12/12/2022

For internal use:

5. Approved by WVU President's Office: \_\_\_\_\_ Date sent to LJ Aviation: \_\_\_\_\_

Printed name: \_\_\_\_\_ Updated: 12/29/2014