

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: to meet with Legislative leadership as well as with Brian Abraham.
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	12/13/2022	Morgantown	9:00am	Charleston, WV
2	12/13/2022	Charleston	5:00pm	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 to further implementation of interim secretary	3
2	Bill Ramsey	Associate Vice President for Coordination and Logistics & Chief Collaboration Officer			position for Jeff Coben and several meetings with DHHR staff across the state.	3
3	Jim Hoyer	WVU VP for Econ Innovation and Advisor to the Governor			Also, to meet with Legislative leadership as well as with Brian Abraham.	3
4	Jeff Coben	WVU HSC Dean of Public Health and Interim Secretary of WV DHHR				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: 12/13/2022

For internal use:

5. Approved by WVU President's Office: AG Date sent to LJ Aviation: 12/13/2022
 Printed name: Amy Garbrick Updated: 12/29/2014