

West Virginia University Airplane Reservation Form

To meet with Governor Justice as well as with all DHHR departments across the state to further implementation of various duties during transition of

1. General business purpose for trip: Interim Secretary for DHHR, for Jeff Coben.
2. Department contact/ phone number: Babette Taylor/ [REDACTED]
3. Destination airport (if known): Trip 1 – Charleston; Trip 2 - Washington Co.

Destination address: _____

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	12/19/2022	Washington Co	1:40pm	Charleston, WV
2	12/22/2022	Charleston	5:15pm	Pittsburgh PA
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Jeff Coben	[REDACTED]	WVU HSC	AVP HSC	To meet with Governor Justice as well as with all DHHR	3
2					departments across	3
3					the state to further	3
4					implementation of various duties	3
5					during transition of	3
6					interim Secretary for DHHR, for	3
7					Jeff Coben.	3

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: _____

12/19/2022

For internal use:

5. Approved by WVU President's Office: AG

Date sent to LJ Aviation: 12/19/2022

Printed name: Amy Garbrick

Updated: 12/29/2014