

West Virginia University Airplane Reservation Form

Perform official duties as the interim DHHR Secretary as appointed by Governor Justice. This includes conducting and attending meetings with various stakeholders, legislators and other State officials.

1. General business purpose for trip:
2. Department contact/ phone number: Babette Taylor [REDACTED]
3. Destination airport (if known): Trip 1 – Charleston


Destination address: _____

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	1/16/23	Washington Co	5:00pm	Charleston, WV
2				
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Jeff Coben	[REDACTED]	WVU HSC	AVP HSC	-	3
2						3
3						3
4						3
5						3
6						
7						

1. Lead passenger name / cell number: Jeff Coben [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: 1/16/2023

For internal use:

5. Approved by WVU President's Office: Amy Garbrick Date sent to LJ Aviation: 1.12.2023

Printed name: _____ Updated: 12/29/2014