


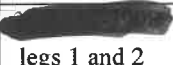
West Virginia University Airplane Reservation Form

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 
3. Destination airport (if known): Trip 1 – Charleston, WV

Destination address: Trip 2 - Morgantown, WV

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	2/20/23	Pittsburgh, PA	9:00am	Charleston, WV
2	2/23/23	Charleston, WV	3:30pm	Morgantown, WV
3				
4				


	Name	Cell number	Department	VP Division	Business Justification	Code
1	Jeff Coben	 legs 1 and 2	WVU HSC	AVP HSC	See above	3
2	Jim Hoyer	leg 2 only	WVU VP for Economic Innovation		Jim Hoyer will travel to Charleston for meetings with WV legislators related to higher education and economic development during the legislative session	3
3						3
4						3
5						3
6						
7						

1. Lead passenger name / cell number: Jeff Coben 

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: 2/20/2023

For internal use:	
5. Approved by WVU President's Office: <u>AG 2.19.2023</u>	Date sent to LJ Aviation: _____
Printed name: <u>AG 2.19.2023</u>	Updated: 12/29/2014