

**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, WV

Destination address: Trip 2 - Pittsburgh, PA


Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	2/27/23	Pittsburgh, PA	9:00am	Charleston, WV
2	3/2/23	Charleston, WV	5:00pm	Pittsburgh, PA
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Jeff Coben	[REDACTED]	WVU HSC	AVP HSC	see above	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: 2/27/2023

For internal use:

5. Approved by WVU President's Office: AG 2.26.2023 Date sent to LJ Aviation: \_\_\_\_\_  
 Printed name: AG 2.26.2023 Updated: 12/29/2014