

West Virginia University Airplane Reservation Form

1. General business purpose for trip: see below
2. Department contact/ phone number: _____
3. Destination airport (if known): Pittsburgh Intl./ WV International Yeager Airport
4. Destination address: Pittsburgh, PA/ Charleston, WV

| Leg: | Trip date: | Departure City: | Departure Time: | Arrival City: |
|------|------------|-----------------|-----------------|---------------|
| 1 | 03.20.2023 | PIT | 9:00AM | CRW |
| 2 | 03.23.2023 | CRW | 5:00PM | PIT |
| 3 | | | | |
| 4 | | | | |

| | Name | Cell number | Department | VP Division | Business Justification | Code |
|---|------------|-------------|-------------------|-------------|--|------|
| 1 | JEFF COBEN | Leg 1, 2 | WV DHHR SECRETARY | AVP HSC | 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. | 4 |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |

5. Lead passenger name / cell number: Jeff Coben [REDACTED]
6. 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: _____
7. Catering:
 - No catering required.
 - Catering is required. Details: _____
8. Signature of WVU President, Vice President, Chancellor or designee:

X AG Printed: Amy Garbrick Date 3.19.2023

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 3.19.2023

Printed name: Amy Garbrick Updated: 12/29/2014