

**West Virginia University Airplane Reservation Form**

- 1. General business purpose for trip: \_\_\_\_\_
- 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	03.27.2023	PIT	10:00AM	CRW
2	03.30.2023	CRW	4:30PM	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
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- 5. Lead passenger name / cell number: Jeff Coben \_\_\_\_\_
- 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 \_\_\_\_\_

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