

**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[REDACTED]
3. Destination airport (if known): Trip 1 – Charleston, WV

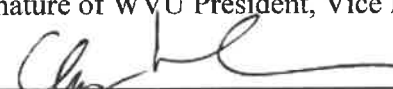
Destination address: Trip 2 - Pittsburgh, PA

| Leg: | Trip date: | Departure City: | Departure Time: | Arrival City:  |
|------|------------|-----------------|-----------------|----------------|
| 1    | 3/6/23     | Pittsburgh, PA  | 9:00am          | Charleston, WV |
| 2    | 3/9/23     | 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: 3/6/2023

|  |   |
|--|---|
| For internal use:                                |   |
| 5. Approved by WVU President's Office: <u>AG</u> | Date sent to LJ Aviation: <u>3.6.2023</u> |
| Printed name: _____                              | Updated: 12/29/2014                       |