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
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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:
   X 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