

West Virginia University Airplane Reservation Form

General business purpose for trip: Provide medical clinical services in southern WV at the Gilbert Clinic.

1. Department contact/ phone number: Amy Garbrick [REDACTED]
2. Destination airport (if known): West Virginia International Yeager Airport
3. Destination address: 100 Airport Road #175, Charleston, WV 25311

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	06.14.2023	PIT	9:15AM	CRW
2	06.15.2023	MGW	7:00AM	CRW
3	06.15.2023	CRW	7:00PM	MGW
4	06.15.2023	MGW	8:00PM	PIT

	Name	Cell Number	Department	VP Division	Business Justification	Code
1	DR. JEFF COBEN	Leg 1, 3, 4	WV DHHR Secretary	AVP HSC	Brick, DeWitt and Novak: Provide medical clinical services in southern WV at the Gilbert Clinic. Dr. Coben: To meet with Governor Justice as well as with all DHHR departments across the state to further implementation of various duties during transition of interim Secretary for DHHR, for Jeff Coben.	4
2	DR JOHN BRICK	Leg 2, 3	Assoc. Dean of Rural Outreach	WVU Medicine		
3	REBECCA DEWITT	Leg 2, 3	Neurology Specialist	WVU Medicine		
4	LISA NOVAK	Leg 2, 3	LPN Neurology	WVU Medicine		
5						
6						

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

X AG Printed: Amy Garbrick Date 6/13/2023

For internal use:

8. Approved by WVU President's Office: AG 6/13/2023 Date sent to LJ Aviation _____

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