

**West Virginia University Airplane Reservation Form**

To meet with Governor Justice as well as with all DHHR departments across the state to further implementation of various duties during transition of

1. General business purpose for trip: Interim Secretary for DHHR, for Jeff Coben.
2. Department contact/ phone number: Babette Taylor/ (304) 293-2222
3. Destination airport (if known): Trip 1 – Charleston; Trip 2 - Pittsburgh

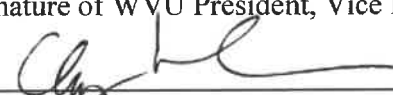
Destination address: \_\_\_\_\_

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	4/17/2023	Pittsburgh	8:30am	Charleston, WV
2	4/19/2023	Charleston	5:00pm	Pittsburgh, PA
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Jeff Coben	[REDACTED]	WVU HSC	AVP HSC		3
2						3
3						3
4						3
5						3
6						
7						

1. Lead passenger name / cell number: \_\_\_\_\_ Clay Marsh [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: 4/17/23

For internal use:

5. Approved by WVU President's Office: AG 4/17/2023 Date sent to LJ Aviation: \_\_\_\_\_

Printed name: \_\_\_\_\_ Updated: 12/29/2014