

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/ [REDACTED]
3. Destination airport (if known): Trip 1 – Charleston; Trip 2 - Washington Co

Destination address: _____

| Leg: | Trip date: | Departure City: | Departure Time: | Arrival City: |
|------|------------|-----------------|-----------------|----------------|
| 1 | 5/24/2023 | Washington Co | 9:00am | Charleston, WV |
| 2 | 5/25/2023 | Charleston | 5:00pm | Washington, 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: _____ 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: 5/24/23

For internal use:

5. Approved by WVU President's Office: AG 5/24/2023 Date sent to LJ Aviation: _____

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