

**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