

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

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|--|--------------------------------|
| For internal use: | |
| 8. Approved by WVU President's Office: <u>AG 6/13/2023</u> | Date sent to LJ Aviation _____ |
| Printed name: <u>Amy Garbrick</u> | <i>Updated: 12/29/2014</i> |