

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Perform official duties as the interim DHHR Secretary for the State of WV. _____
2. Department contact/ phone number: Babette Taylor _____
3. Destination airport (if known): WV International Yeager Airport/Pittsburgh Intl.
4. Destination address: Charleston, WV/Washington, PA

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	06.07.2023	AFJ	9:00AM	CRW
2	06.08.2023	CRW	5:00PM	AFJ
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	JEFF COBEN	Leg 1, 2	WV DHHR SECRETARY	AVP HSC	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
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5. Lead passenger name / cell number: JEFF COBEN _____
6. 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: _____
7. Catering:
 - No catering required.
 - Catering is required. Details: _____
8. Signature of WVU President, Vice President, Chancellor or designee:

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

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