

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 - Morgantown

Destination address: _____


Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	6/21/2023	Washington Co.	9:00am	Charleston, WV
2	6/29/2023	Charleston	5:00pm	Morgantown, WV
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: 6/21/23

For internal use:	
5. Approved by WVU President's Office: _____	Date sent to LJ Aviation: _____
Printed name: _____	Updated: 12/29/2014