

12<sup>th</sup> Annual FTA Drug and Alcohol Program National Conference

April 18-20, 2017

New Orleans, LA

Estimated Cost: \$1,041.96

Oxford University Transit manager, Ron Biggs, will be attending this conference. MDOT has awarded OUT a Rural Transit Assistance Program Scholarship Award that will cover up to \$968.24 of the costs associated with attending this conference. A breakdown of estimated expenses are as follows:

Lodging	\$544.93
Mileage Reimbursement	\$329.03
Meals	\$168.00
Total	\$1,041.96

**Melinda L. McGrath**  
Executive Director

P. O. Box 1850  
Jackson, MS 39215-1850  
Telephone (601) 359-7001  
FAX (601) 359-7110  
GoMDOT.com



**James A. Williams, III**  
Deputy Executive Director/Chief Engineer  
**Lisa M. Hancock**  
Deputy Executive Director/Administration  
**Willie Huff**  
Director, Office of Enforcement  
**Charles R. Carr**  
Director, Office of Intermodal Planning

753-610  
RB

February 27, 2017

**Mr. Ronald Biggs**  
General Manager  
City of Oxford/Oxford University Transit  
409 McElroy  
Oxford, MS 38655

Dear Mr. Biggs:

**SUBJECT: Rural Transit Assistance Program (RTAP) Scholarship Award**

This letter acknowledges that your agency is approved to receive **one** RTAP scholarship award not to exceed **\$968.24**. The scholarship is for the purpose of attending the **12<sup>th</sup> Annual FTA Drug and Alcohol Program National Conference** at the **Hilton New Orleans Riverside, New Orleans, Louisiana, April 18-20, 2017**.

The scholarship is available to your agency as reimbursement for the following expenses not to exceed: Lodging \$734.24, meals \$224.00, and other \$10.00. You should request reimbursement for your expenses thirty (30) days after the Application Workshop ends with the following information: Original invoice, expense report, trip report and a copy of your hotel receipt.

If you have any questions or require additional information, please contact me by telephone at (601) 359-7800 or by fax at (601) 359-7777.

Sincerely,

**Shirley Wilson, Director**  
Public Transit Division

SW:ZR