



# ALABAMA DEPARTMENT OF TRANSPORTATION

## Local Transportation Bureau

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Kay Ivey  
Governor


John R. Cooper  
Transportation Director

December 31, 2018

### MEMORANDUM FY 2019-5

TO: Transit Agencies

FROM:

  
D.E. (Ed) Phillips, Jr., State Local Transportation Engineer

REFERENCE: Training and Conference Registration / Cancellation

The Alabama Department of Transportation (ALDOT) through a cooperative effort with the Federal Transit Administration (FTA), the University of Alabama, Huntsville (UAH) and Provider Steering Committee have planned and developed informational training sessions to meet the specific needs of our transit providers. Attendance to the training sessions is often limited due to space constraints and availability of funding.

Recently, we have experienced numerous situations where individuals register for training and either do not attend or cancel their registration at the last minute. Keep in mind, when you register for training, personnel at UAH make arrangements to accommodate the number of participants registered and when participants do not attend the training ALDOT is still responsible financially for previously scheduled accommodations. Last minute cancellations and "no shows" can lead to others in need of the training not being allowed to attend and/or incurring expenses for participants who do not attend.

In the future, we are requesting participants registered for training that cannot attend the training to cancel their registration as soon as possible and at least forty-eight hours prior to the scheduled training or the agency provide an alternate to attend the training. This will aid the department in being fiscally responsible in the management and oversight of the programs we administer.

If you have any questions regarding this memorandum, please contact Randy R. Stroup at (334) 242-6760.

DEP:rrs

C: Dr. Michael Anderson  
Mr. Garry Havron