



December 23, 2020

F2020-17

TO: Fair CEOs and Board Chairs

**SUBJECT: Fiscal Year 2020/21 Fair Training Reimbursements**

Due to the recent amendment to the fiscal year 2020/21 Base and Training Allocation agreements, the California Department of Food & Agriculture, Fairs & Expositions Branch (F&E) would like to announce the reintroduction of the Fair Training Reimbursement Program and provide you with the program details that will allow you to get reimbursed for select training costs. There are no substantive changes to the past program's requirements, but please recognize the limited training opportunities available during the restrictions imposed by the COVID – 19 pandemic. As in-person training events have been suspended for the foreseeable future, traditional training-related travel expenses will not be available for reimbursement. This means that training registration fees will be the primary source of reimbursements to the fair. While we encourage the fair to explore virtual and online training options to maximize your reimbursements, please be sure to get prior approval from F&E to ensure that the training options are reimbursable.

This training reimbursement is available for fair class sizes I through IV+ and includes District Agricultural Associations, County Fairs and Citrus Fruit Fairs. The allocation amount is based on class size and shall focus on training for CEO's, staff, and board of directors. Types of training include, fair fiscal management, facility operations, effective management skills, minimize liability exposure, and animal disease transmission prevention.

F&E encourages the fair to utilize 100% of the eligible funds to enhance the training development of the fair staff and board members. Additional information on the Fair Training Allocation Program and the process of submitting the training reimbursement requests are below. The reimbursement form contains detailed instructions and provides navigable links to help fill out the different sections and tabs.

**ELIGIBILITY**

Includes all fairs class sizes I to IV+ that have a signed and completed FY 2020/2021 Fair Funding Allocation contract on file. Only training events that have occurred **after** the execution date of the agreement are eligible for reimbursements.

**ELIGIBLE TRAINING EXAMPLES**

- WFA Convention
- Strategic Planning
- Staff & Board of Director Trainings



- Event & Management Symposiums
- Eligible IAFE Events and Courses
- Training Supplies & Materials

## TRAVEL REIMBURSEMENTS

***As noted above, we do not anticipate any travel expenses to be incurred due to the meeting and travel restriction imposed due to the COVID – 19 pandemic. If these restrictions are lifted before the reimbursement period ends, the following requirements will be in effect.*** All travel expenses sent in for reimbursement must be in accordance with the California Travel Reimbursement Guidelines set by the Department of Human Resources (CalHR) as described below. For more information regarding travel reimbursement guidelines, please visit [CalHR Travel Reimbursements](#).

## REIMBURSEMENT SUBMISSION PROCESS

The following information and documentation are required in order to process the request:

1. Complete the Training Reimbursement Request form. (See Attached)
2. Include a copy of the training event registration receipt
3. Credit card statements will not be accepted in place of receipts for registration and airfare expenses.

***NOTE – Items 4 through 7 will not be accepted if travel and meeting restrictions are in place due to the COVID – 19 pandemic.***

4. Include the lodging receipt that indicates the daily lodging amount and the daily tax amount per room/per day. Please verify that the rate you are submitting for reimbursement is at or below the maximum daily lodging rate allowed as noted above.
5. For air travel and shuttle service, a detailed receipt must be included in the reimbursement request.
6. For mileage reimbursement, include the departure and destination locations and miles traveled. The mileage reimbursement rate is subject to change at the beginning of each year annually.
7. For meal and incidental reimbursements, please complete the Travel Detail section and include the trip departure time and date and the trip arrival time and date for each leg of your trip.

Send the completed reimbursement form and supporting documentation listed above via email to [Kenneth.Anater@cdfa.ca.gov](mailto:Kenneth.Anater@cdfa.ca.gov). Should you prefer to mail hard copies, please mail to Fairs and Expositions Branch at 1220 N Street, Sacramento, CA 95814, Attention Kenneth Anater.

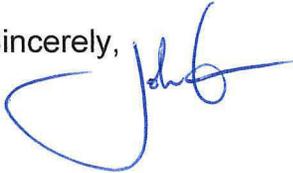
## REIMBURSEMENT SUBMISSION DEADLINE

All reimbursement requests are to be postmarked or emailed prior to June 1<sup>st</sup>, 2021. All requests postmarked or emailed on or after June 1<sup>st</sup>, 2021 **WILL NOT** be reimbursed.

**NOTE:** Current DAA Board Presidents have been Bcc'd on this email.

Should you have any questions or require further information, please contact Kenneth Anater by email or call (916) 900-5073.

Sincerely,



John Quiroz  
Branch Chief

Enclosure: FY 2020-21 Training Reimbursement Form