



January 8, 2024

F2024-01

TO: Fair CEOs and Board Chairs

SUBJECT: Fiscal Year 2023/2024 Fair Training Reimbursements

The California Department of Food & Agriculture, Fairs & Expositions Branch (F&E) would like to announce the availability of the annual Fair Training Reimbursement Program for FY 2023/2024 and provide you with the program details that will allow the fairgrounds to be reimbursed for select training costs. There are no substantive changes to the past program's requirements. While we continue to encourage the fairgrounds to explore virtual and online training options to maximize your reimbursement funds, please be sure to get prior approval from F&E to ensure that the training options not listed below 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 CEOs, staff, and board of directors. The types of training include fair fiscal management, facility operations, effective management skills, minimizing 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 executed FY 2023/2024 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

- CFA Fall Managers Conference
- WFA Convention
- Strategic Planning



- Staff & Board of Director Trainings
- Event & Management Symposiums
- Eligible IAFE Events and Courses
- Training Supplies & Materials
- Maintenance Mania

TRAVEL REIMBURSEMENTS

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. Submit and have your Base Allocation agreement executed before the date of your first reimbursable training event.
2. Complete the Training Reimbursement Request form. (See Attached)
3. Include a copy of the training event registration receipt.
4. Credit card statements **Will Not** be accepted in place of receipts for registration and airfare expenses.
5. 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 or they will be adjusted accordingly on the reimbursement form.
6. For air travel and shuttle service, a detailed receipt must be included in the reimbursement request.
7. For mileage reimbursement, include the departure and destination locations and miles traveled. The mileage reimbursement rate is subject to change annually at the beginning of each year.
8. 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. Should you prefer to mail hard copies, please mail to the Fairs and Expositions Branch at 1220 N Street, Sacramento, CA 95814, Attention Ken Anater.

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REIMBURSEMENT SUBMISSION DEADLINE

All reimbursement requests are to be postmarked or emailed by May 15, 2024. All requests postmarked or emailed after May 16, 2024, **WILL NOT** be reimbursed.

Should you have any questions or require further information, please contact Ken Anater by email or call (916) 767-8143.

Sincerely,

A handwritten signature in blue ink that reads "Mike Francesconi". The signature is written in a cursive style.

Mike Francesconi Branch Chief
Fairs & Expositions Branch

Enclosure: FY 2023-24 Training Reimbursement Form