



FY 23-24 FAIRGROUND TRAINING REIMBURSEMENT FORM v Jan 2024

Fair Training Information	
Fairground Name	
Fairground Manager	
Mailing Address	
Training Event	
Dates of Training	
Location of Training	

Training Registration Detail*		Mileage Reimbursement	
Attendee	Fee	Year of Travel:	The mileage rate for the year selected is:
		Date	
		Departure Site	
		Arrival Site	
		Miles Driven	
Total Training Costs	\$	Total Mileage Cost	\$

Lodging Fee Detail*				
Name of Hotel	Number of Nights	Cost Per Night	Tax Per Night	Total Cost
Total Lodging Cost				\$

Meal Fee Detail**				
Total Breakfast Costs	Total Lunch Costs	Total Dinner	Incidental (over 24 Hours)	Total Meal Costs
				\$
**Maximum daily amounts: Through December 31, 2023 - Breakfast \$7, lunch \$11, Dinner \$23, Incidental \$5				
Effective January 1, 2024 - Breakfast \$13, lunch \$15, Dinner \$26, Incidental \$5				

Travel Detail				
To Event	Trip Departure Time	Trip Departure Date	Trip Arrival Time	Trip Arrival Date
From Event				

Transportation & Travel Detail*		Grand Total for Training Costs	
	Fee		
Flight Cost		Travel	\$
Parking Fees		Lodging	\$
Ground Transport Costs		Meals	\$
Car Rental Costs		Mileage	\$
Fees & Taxes		Training	\$
Total Cost	\$	Grand Total	\$

***Supporting Documentation Required**
These costs will only be processed for reimbursement when detailed supporting documentaion is supplied (e.g. vendor invoices).

Fair Manager*** _____ Date _____

***By signing this document, I attest that all travel claims are accurate and in accordance with the California Department of Human Resources authorized travel policies.

