



December 23, 2015

F2015-07

TO: CEO's

SUBJECT: Fair Training Reimbursement Request Information

The Fairs and Expositions Branch has completed and enclosed a Training Reimbursement form for all eligible fairs to submit their training reimbursements to F&E. When submitting the training reimbursement request, please complete the enclosed form and attach all receipts related to the reimbursement. Send the information via mail or email to the Fairs & Expositions Branch, Attn: Dave Dillabo, Training Coordinator 1220 N Street Sacramento, CA 95814

Fairs are eligible to utilize training funds for training registration and travel expenses only for fair staff and fair board members. All travel expenses must follow California travel reimbursement guidelines per the California Department of Human Resources authorized travel expenses, which can be found at:

<http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>

Travel Reimbursement Information

Mileage Reimbursement Rate: Personal Vehicle - 57.5 cents per mile

Meals and Incidentals (In-State/Out-of-State Travel)

The following reimbursement rates are maximums, not allowances.

Breakfast: \$7, Lunch: \$11, Dinner: \$23, Incidentals: \$5

Lodging Reimbursement - Short-Term Travel

Employees who incur approved overnight lodging expenses may be reimbursed. Employees must stay at a commercial lodging establishment catering to short-term travelers, such as a hotel, motel, bed and breakfast, public campground, etc.

Rates for all Excluded and Represented Employees

1. All Counties/Cities located in California (except as noted below):
Actual lodging expense, supported by a receipt, up to \$90 per night, plus tax.
2. Napa, Riverside, and Sacramento Counties:
Actual lodging expense, supported by a receipt, up to \$95 per night, plus tax.
3. Los Angeles, Orange, and Ventura Counties and Edwards AFB, excluding the City of Santa Monica: Actual lodging expense, supported by a receipt, up to \$120 per night, plus tax.



Fair Training Reimbursement Request Information

December 23, 2015

Page 2

4. Alameda, Monterey, San Diego, San Mateo, Santa Clara Counties:
Actual lodging expense, supported by a receipt, up to \$125 per night, plus tax.
5. San Francisco County and the City of Santa Monica:
Actual lodging expense, supported by a receipt, up to \$150 per night, plus tax.
6. All Out of State Trainings: Special Convention advertised rate up to \$120 per night, plus tax.

Should you have questions, or require further information, please do not hesitate to contact me at (916) 900-5365, or by email at david.dillabo@cdfa.ca.gov

Sincerely,



Dave Dillabo, Training Coordinator
Fairs & Expositions Branch
Enclosures

