



F2016-08

December 7, 2016

TO: All Fair Managers

SUBJECT: 2016/17 Fair Training Allocation Program

The California Department of Food & Agriculture, Fairs & Expositions Branch is pleased to announce the continuance of the Fair Training Allocation Program. A training allocation will be disbursed to all class I-X to IV+ fairs, which include district agricultural associations, county fairs and citrus fruit fairs. The allocation will be based on class size and will be provided on a reimbursable basis. The training allocation is to focus on fair fiscal management, facility operations, animal disease transmission prevention, training for CEO's and board members, reducing liability/exposure, enhance program efficiencies and strengthen effective management.

F&E encourages the fairs to utilize 100% of the eligible funds to enhance the training development of the fair staff and board members. Additional details of the Fair Training Allocation Program and the process of submitting the training reimbursement requests are below.

BUDGET:

\$200,000, approximately 80% of funds will be disbursed to fairs through the reimbursement process. The remaining funds will be used for statewide training efforts.

FAIR CLASS LEVEL	TRAINING ALLOCATION AMOUNT
CLASS I	\$3,225
CLASS I-X	\$2,902 **
CLASS II	\$2,902
CLASS III	\$2,661
CLASS III+	\$2,419
CLASS IV	\$2,257
CLASS IV+	\$1,935

**Schools Involvement Fair is eligible for \$2,661.

REQUIREMENT:

In order to be eligible to receive the fair training allocation reimbursement, F&E must have the signed and completed 16/17 Fair Funding Allocation contract on file.





ELIGIBLE TRAININGS:

List of the recommended use for the training allocation:

- Western Fairs Association Annual (WFA) Convention
- International Association of Fairs & Expositions (IAFE)
- Fall Manager's Conference
- Maintenance Mania
- New CEO Orientation
- Events & Management Symposiums
- Strategic Planning
- Board of Director Training
- IAFE Institute of Fair Management Course
- State required trainings

Please contact Fairs and Expositions if an alternate training is requested to ensure training is within the training allocation guidelines.

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

Mileage Reimbursement Rate: Personal Vehicle - 54 cents per mile

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

The following reimbursement rates are maximums per day.

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.

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, excluding the City of Santa Monica:
Actual lodging expense, supported by a receipt, **up to \$120 per night, plus tax.**
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. Out of State: With a lodging receipt - Reimbursement for the actual cost of lodging and reimbursement for actual meal and incidental expenses in accordance with the in-state meal and incidental rates.





SUBMITTAL:

To expedite the reimbursement process, please include the following content when submitting training reimbursement requests to F&E.

- Complete the F&E Fair Training Reimbursement Request form.
- Include “proof of payment” of registration fees.
- Include the lodging “check-out” 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.
- For air travel, include the detailed receipt.
- For mileage reimbursement, include a map or information documenting the mileage traveled.

Send the completed reimbursement form and supporting documentation listed above via email or postage mail. *Email:* david.dillabo@cdfa.ca.gov *Postage Mail:* CDFFA, Fairs & Expositions Branch, Attn: Dave Dillabo, Training Coordinator, 1220 “N” Street, Sacramento, CA 95833

APPROVAL:

Upon receiving, F&E will review the reimbursement request and supporting documentation. Upon the successful review of the request and supporting documentation, F&E will approve the disbursement of funds to the fair. Reimbursement requests that are incomplete and/or lack the required supporting documentation content as noted above will be significantly delayed.

PAYMENT:

Once the reimbursement request has been approved, the fair should expect payment within 4 weeks.

DEADLINE:

All reimbursement requests are to be postmarked or emailed by **June 1st, 2017**. All requests postmarked or emailed after June 1st, 2017 will not be reviewed and will not be reimbursed.

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

Attachment

