



December 4, 2017

F2017-16

TO: All Fair CEO's

SUBJECT: 2017/18 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 Fairgrounds and Citrus Fruit Fairgrounds. 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 fairgrounds 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



ELIGIBILITY REQUIREMENT:

In order to be eligible to receive the fair training allocation reimbursement, F&E must have the signed and completed 17/18 Fair Funding Allocation contract on file.

LIST OF ELIGIBLE TRAININGS:

List of the recommended use for the training allocation:

- 2018 Western Fairs Association Annual (WFA) Convention
- 2017 International Association of Fairs & Expositions (IAFE)
- 2017 CFA Fall Managers' Conference
- 2018 Maintenance Mania
- 2018 New CEO Orientation
- Events & Management Symposiums
- Strategic Planning
- Staff & Board of Director Trainings
- IAFE Institute of Fair Management Courses

Please contact Fairs and Expositions staff to determine if an alternate training event or course not listed above qualifies for reimbursement.

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 – 53.5 cents per mile

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

The following reimbursement rates are maximums per day. Receipts are not required for meal expenses.

1. 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. Monterey and San Diego Counties:
Actual lodging expense, supported by a receipt, **up to \$125 per night, plus tax.**
5. Alameda, San Mateo, Santa Clara Counties:
Actual lodging expense, supported by a receipt, **up to \$140 per night, plus tax.**
6. San Francisco County:
Actual lodging expense, supported by a receipt, **up to \$250 per night, plus tax.**
7. 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.

SUBMITTING A REQUEST FOR REIMBURSEMENT:

Please include the following content when submitting a training reimbursement request to F&E.

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

Send the completed reimbursement form and supporting documentation listed above via email to david.dillabo@cdfa.ca.gov.

APPROVAL OF REQUEST:

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.

REIMBURSEMENT PAYMENT SCHEDULE:

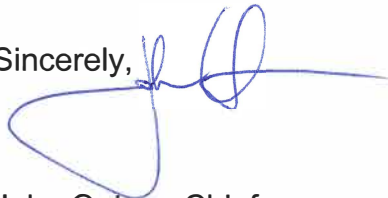
Once the reimbursement request has been approved, the fair should expect payment within 4 to 6 weeks.

SUBMITTAL DEADLINE:

All reimbursement requests are to be postmarked or emailed by **June 1st, 2018**. All requests postmarked or emailed after June 1st, 2018 **WILL NOT** be reimbursed.

Should you have questions, or require further information, please contact David Dillabo at (916) 900-5365, or by email at david.dillabo@cdfa.ca.gov

Sincerely,



John Quiroz, Chief
Fairs & Expositions Branch

Attachment



REIMBURSEMENT FOR FAIR TRAINING

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

Training Registration Detail	
Attendee	Fee
Total Training Costs	\$ -

Mileage Reimbursement	
The 2017 mileage rate is \$0.535 a mile	
Date	
Departure Site	
Arrival Site	
Miles Driven	
Total Mileage Cost	\$ -

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

Meal Fee Detail*			
Total Breakfast Costs	Total Lunch Costs	Total Dinner	Total Meal Costs
			\$ -

*Maximum daily amounts: Breakfast \$7, Lunch \$11, Dinner \$23

Transportation & Travel Detail	
Flight Cost	
Parking Fees	
Ground Transport Costs	
Car Rental Costs	
Fees & Taxes	
Total Airfare Cost	\$ -

Grand Total for Training Costs	
Airfare	\$ -
Lodging	\$ -
Meals	\$ -
Mileage	\$ -
Training	\$ -
Grand Total	\$ -

*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.