
From: Pelle, Sarah@CDFA <Sarah.Pelle@cdfa.ca.gov>
Sent: Wednesday, October 26, 2022 3:43 PM
To: Pelle, Sarah@CDFA
Subject: Circular Letter #F2022-08 FY 2022/23 Training Reimbursement
Attachments: F2022-08 Fair FY 22-23 Training Reimbursement.pdf; FY 2022-23 Training Reimbursement Form Rev Oct 2022.xlsx

Good Afternoon,

Please find attached, Circular Letter #F2022-08 FY 2022/23 Training Reimbursement along with supporting Reimbursement Form.

Please ensure that this information is shared with the fair board at the next regularly scheduled board meeting listed as an item of correspondence.

For future reference, you may view and download the F&E Circular Letters at [https://www.cdfa.ca.gov/Fairs_ & Expositions/](https://www.cdfa.ca.gov/Fairs_&_Expositions/) which are located under the “Correspondence” tab.

Thank you,

Sarah Pelle
Resource, Training & Def Maintenance Supervisor
916-900-5368





October 26, 2022

F2022-08

TO: Fair CEOs and Board Chairs

SUBJECT: Fiscal Year 2022/2023 Fair Training Reimbursements

The California Department of Food & Agriculture, Fairs & Expositions Branch (F&E) would like to announce the opening of the annual Fair Training Reimbursement Program for FY 2022/2023 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 completed FY 2022/2023 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

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.

REIMBURSEMENT SUBMISSION DEADLINE

All reimbursement requests are to be postmarked or emailed by June 1st, 2023. All requests postmarked or emailed after June 1st, 2023, **WILL NOT** be reimbursed.

Should you have any questions or require further information, please contact Ken Anater by email or call (916) 900-5073.

Sincerely,

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

Mike Francesconi Branch Chief
Fairs & Expositions Branch

Enclosure: FY 2022-23 Training Reimbursement Form



FY 22-23 FAIRGROUND TRAINING REIMBURSEMENT FORM v Oct 2022

Fair Training Information	
Fair Name	
Fair 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:
			Enter Valid Year
		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: Breakfast \$7, lunch \$11, Dinner \$23, Incidental \$5				

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

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.

FORM COMPLETION INSTRUCTIONS

[Fair Training Information:](#) Please complete this section with the requested fair and

[Training Registration Detail*:](#) Please provide the name of the attendee(s) and the amount of the
Training payment documentation required for reimbursement

[Mileage Reimbursement:](#) Enter in the year of travel, date of trip (or date range for trip departure location, the destination location, and the date of return. The form will calculate the amount of the reimbursement. Rates per mile for the final six months of 2022 are \$0.62

[Lodging Fee Detail*](#) Enter in the name of the establishment, the number of nights, the daily room rate, and the taxes paid in each of the nights.
Itemized lodging receipts that include the name and address of the traveler, date(s) of lodging, the daily room rate, and the tax rate will be required for reimbursement.

[Meal Fee Detail](#) If a meal is included in a conference fee, hotel expense, or otherwise provided, that meal shall be reimbursed as a meal expense.

Travel Totaling Less Than 24 Hours:

Breakfast – May be claimed if trip commences at or before 6:00 a.m. (0600) and terminates at or after 9:00 a.m. (0900).

Lunch – May not be claimed.

Dinner – May be claimed if trip commences at or before 12:00 p.m. (1200) and terminates at or after 7:00 p.m. (1900).

Incidentals - May not be claimed on trips less than 24 hours.

Travel Totaling More Than 24 Hours:

First Day of Travel

Breakfast – May be claimed if trip commences at or before 6:00 a.m. (0600).

Lunch – May be claimed if trip commences at or before 12:00 p.m. (1200).

Dinner – May be claimed if trip commences at or before 12:00 p.m. (1200).

Incidentals - May not be claimed.

Last Fractional Day of Travel

Breakfast – May be claimed if travel terminates at or after 6:00 a.m. (0600).

Lunch – May be claimed if travel terminates at or after 12:00 p.m. (1200).

Dinner – May be claimed if travel terminates at or after 12:00 p.m. (1200).

Incidentals - May be claimed on each full day and at the last fractional day.

[Travel Detail:](#) Enter in the time and date of the departure and arrival from the event (e.g. to the event and from the event).

[Transportation & Travel Detail*:](#) Complete each of the applicable fields for transportation and travel.

fees associated with the listed trip.

Itemized travel receipts must include the name of the individual, the date of travel, and the daily taxes or fees paid. Parking receipts corresponding to the travel claim must be included for

Grand Total: These fields are automatically calculated based on the data entered into the other fields of this form.

Authorizing Signature: An authorizing signature and date are required for submission.

- * All sections of the reimbursement form that have an asterisk must include proper documentation for processing the claim. Unsupported reimbursement requests will be adjusted accordingly.

While email reimbursement submissions are preferred, hard copy claims to the following address:

Email forms and supporting documentation to: kenneth@cdfa.net

CDFA Fairs & Expositions Branch
1220 N Street, Sacramento, CA 95814
Attn: Training Reimbursements

For questions, please call (909) 999-3000 to speak with the Unit Training Coordinator.

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25 and the rates for 2023 are TBD.

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Address of the establishment,

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transportation cost such as

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0900).

≥ 4:00 p.m.

1900).

ours.

ore 6:00 a.m. (0600).

11:00 a.m. (1100).

≥ 5:00 p.m. (1700).

ter 8:00 a.m. (0800)

2:00 p.m. (1400)

7:00 p.m. (1900)

≥ end of 24 hour travel period.

for each leg of the trip

n costs and other

