

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: December 13, 2002

CALATERS LETTER #02-008

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: PAT QUINN, CalATERS Training Manager
California Automated Travel Expense Reimbursement System (CalATERS)

RE: USER INSTRUCTION REVISIONS

The following instructions, available on the CalATERS web site, have been revised due to recent changes with the CalATERS to Office Revolving Fund (ORF) interface process. For more information, see CalATERS Letter #02-007.

<u>Instruction</u>	<u>Role Affected</u>
Approve Travel Advance	Accounting
Manual Travel Advance Process	Accounting
Link to Instructions	Help Desk

A revision date is included on the first page of each set of instructions and lines in the right margin indicate where changes were made. For a comprehensive list of all instructions available on the CalATERS web site (including a list of revision dates), click User Instructions, Help Desk tab, [Link to Instructions](#).

If you have questions or if you experience any problems accessing or printing instructions, please contact your Department CalATERS Help Desk and reference this CalATERS Letter. Thank you.