

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
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DATE: April 25, 2003

CALATERS LETTER #03-003
Effective: April 28, 2003

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

FROM: NATALIE CLOHOSSEY, Project Manager
California Automated Travel Expense Reimbursement System (CalATERS)

RE: CALATERS WEBSITE REDESIGN

The CalATERS website has been redesigned and will be available April 28, 2003! The site has a new look, new navigation, and many new features. Following is a summary of the new features and site navigation.

California Automated Travel Expense Reimbursement System

Welcome to the CalATERS website!

We provide a web-based solution for travel advance and expense reimbursement processing with **Sign In** features over paper processing, including automated audits of Statewide travel rule policies, form tracking, management reporting and more. [Learn about CalATERS Implementation...](#)

If your department is using CalATERS, and you are a new user, click **Get Started** to get instructions on the operations of the New User Registration, Travel Advance and Expense Reimbursement.

What's New?

The CalATERS website has been redesigned! [Learn more](#)

CalATERS has been updated to code Version 1.0.7.4.

Travel Links

- Department of General Services
 - Fleet Administration On-line Reservations
 - Statewide Travel Programs www.travelcsg.com
- Department of Personnel Administration
 - Bargaining Unit Contracts

Left Sidebar Navigation:

- SIGN IN**
 - CalATERS
 - Reporting System
 - System Administration
 - Training Database
- INSTRUCTIONS**
 - Get Started & New User Registration
 - Travel Advance & Expense Reimbursement
 - CalATERS Reports
- RESOURCES**
 - Help Desk Contacts
 - Definitions
 - CalATERS Letters
 - Department Administration
 - Send Us Your Comments
- About CalATERS**
 - CalATERS Implementation
 - Participating Departments
 - Publications

Adobe Acrobat Reader logo at the bottom left.

Get Started

Get Started

New Feature! Accessible from the CalATERS Home Page and the Instructions link is [Get Started & New User Registration](#). To those new to CalATERS, this webpage provides introductory information on how to get started.

Included on this page are links to instructions and on-line presentations for the New User Registration and the Travel Advance and Expense Reimbursement processes.

What's New?

“What’s New?” provides updates on CalATERS activities such as system maintenance, website changes, implementation activities, and other items of interest to CalATERS users.

Travel Links

New Feature! Travel related links are available from the CalATERS Home Page.



Department of General Services, Office of Fleet Administration, on-line reservations. Reserve a state car through the internet or get the phone number to call to reserve a vehicle.



Department of General Services, Statewide Travel Programs. This site provides information on hotel, car rental rates and more.



Department of Personnel Administration, Collective Bargaining Contracts. Each contract contains a section on “Allowances and Reimbursements” which discuss allowable business and travel reimbursements.

Site Map



New Feature! We now offer a Site Map that provides a link-based map of the entire website.

Sign In



New Look! Sign In buttons for all CalATERS applications are grouped together and accessible from the main navigation bar. This change provides access to all CalATERS applications from any webpage on the site!

The applications are **CalATERS** (for all CalATERS users), **Reporting System**, and **System Administration** (for authorized users only), and the **Training Database** (used in CalATERS Training classes).

Instructions



The organization of instructions has changed. There are now links for Get Started & New User Registration, Travel Advance & Expense Reimbursement (previously called “User Instructions”) and CalATERS Reports.

Instruction Formats

New Feature! Written instructions are now offered in two formats:

Detailed: Provides step-by-step instructions with detailed explanation.

Quick: Identifies the major steps to complete a function in two-to-four pages.

New Feature! On-line presentations (“**Demo**” links) are now available for New User Registration and an overview of the Travel Advance and Expense Reimbursement processes!

Travel Advance and Expense Reimbursement

See [Viewing Documents](#) if you cannot access documents on this web site.

| EMPLOYEE INSTRUCTIONS | | | |
|---|--------------------------|-----------------------|----------------------|
| CalATERS Presentation | | | Demo |
| CalATERS Work Flow and Forms Processing | Detailed | | |
| Forgot Your User ID or Password? | | Quick | |
| Work Queue Overview | Detailed | | |
| Update Your Profile | Detailed | | |
| Change Your Password | | Quick | |
| Assign a Preparer | | Quick | |
| Assign a Submitter | | Quick | |

On-line (PowerPoint) demonstration.

Two written instruction formats.

New Instructions!

In addition to new formats, we also offer many new instructions!

| <u>Instruction</u> | <u>Description</u> |
|----------------------------------|---|
| Registration Presentation | On-line PowerPoint demonstration of the New User Registration process. |
| CalATERS Presentation | On-line PowerPoint demonstration of the Travel Advance and Expense Reimbursement processes. |
| Forgot Your User ID or Password? | Quick Guides on how to make a Password Retrieval Request. |
| Change Your Password | Quick Guides on how to change your CalATERS password. |
| Assign a Preparer | Quick Guides on how to assign a Preparer. |
| Assign a Submitter | Quick Guides on how to assign a Submitter. |
| Create Expense Reimbursement | Quick Guides for creating regular and special account coded Expense Reimbursement forms. |
| Non-Travel Expenses | Detailed instructions explaining what non-travel is and how to document non-travel expenses. Three samples are provided. Sample 1: Overtime meals with no other travel expenses. Sample 2: Personal auto mileage & Meals. Sample 3: Personal auto mileage (no meals) and another regular travel trip. |
| Approve Expense Reimbursement | Quick Guides for approving Expense Reimbursement forms at the approver level. |
| Create Travel Advance | Quick Guides for creating a Travel Advance. |
| Approve Travel Advance | Quick Guides for approving a Travel Advance at the approver level. |
| CalATERS Reports Index | An entirely new report index with updated contents and report samples! |
| Change Your Reports Password | Quick Guides for changing your CalATERS Reporting System password. |

Resources



Resources provide updated Help Desk Contacts and updated Definitions for Claim Types, Trip Types, Expense Types, Payment Types, Profile Fields, and Status terms.

New Feature! There is a new Department Administration webpage that contains forms that can be submitted to the State Controller's Office for Signature Authorization, Request For Privileges, Help Desk Contacts, ORF Reimbursement, and Table Submissions.

About CalATERS



New Feature! There is a new CalATERS Implementation webpage that outlines the CalATERS Implementation process.

An up-to-date Participating Departments listing is also provided.

If you have questions or if you experience any problems related to the aforementioned topics please contact your Department's CalATERS Help Desk and reference this CalATERS Letter. Thank you.