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

DATE: May 9, 2003

CALATERS LETTER # 03-004

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: Modification of CalATERS Report #29 - Approved Travel Advance(s) Ready For Payment

During the Report 29 redesign, transaction codes were inadvertently left off of the report. Effective May 12, 2003, Report #29 will include transaction codes associated with each travel advance (i.e., "M" or "T"). The "M" transaction code identifies travel advance checks to be produced manually (typed), while the "T" transaction code identifies travel advance checks to be produced via an automated checkwriter.

If you have questions regarding this report modification, please contact your department's CalATERS Help Desk.
Thank you.