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

DATE: July 23, 2003

CALATERS LETTER #03-008

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 AND NEW OFFLINE INSTRUCTIONS

CalATERS program code was recently upgraded to version 1.0.8.0 which provides improved Travel Advance functionality. As a result of this code upgrade, the following instructions available on the CalATERS website have been revised. Additionally, new instructions for working "offline" on a laptop or personal computer are now available.

<u>Instruction</u>	<u>Role Affected</u>
Approve Expense Reimbursement	Accounting and Approver
Manual Travel Advance Process	Accounting
Create Expense Reimbursement	Employee, Preparer and Submitter
Special Account Coding	Employee, Preparer and Submitter
Miscellaneous Actions Expense Reimbursement	Employee, Submitter
(New!) Setting Up Laptop to Work Offline (Using Internet Explorer)	Employee
(New!) Working Offline (Using Internet Explorer)	Employee
Expense Reimbursement Process	Help Desk
Work Queue	All Roles

Revision dates are 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 website, click Travel Advance and Expense Reimbursement, Help Desk, Direct Links to Instructions on This Website.

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.