

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

DATE: May 19 , 2004

CalATERS LETTER #04-002

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: New Production Report and CalATERS Invoice Procedural Change

CalATERS Report 26 - Transaction Counts is now available with quarterly transaction totals. Transactions are grouped and summed by detailed account codes. At the end of each report is a department transaction total. This report may be used by departments to track and monitor quarterly transaction volumes.

Effective with the third quarter billing for FY 2003-04, CalATERS quarterly transaction reports will no longer be included with CalATERS invoices. CalATERS Report 26 - Quarterly Transaction Counts can be accessed and printed via Reports Administration on the CalATERS website.