

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

DATE: June 09, 2004

CALATERS LETTER #04-005

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: **CODE PROMOTION ANNOUNCEMENT**Code Promotion

Version 1.0.8.2 Front End will be promoted to the Production environment, June 10, 2004.

Archived Forms. This new code impacts Archived forms and the Calobject table. The archived forms are affected in two ways. First, an archived form, Expense Reimbursement and/or Travel Advance, retrieved by the employee will display "returned" in the form status. Second, an archived Travel Advance retrieved by the DAOT will now display the account coding information. Previously, this information did not display.

Calobject Table. The Calobject table has 52 new expense codes. The new expense codes are Out of State and other miscellaneous expenses. If a department would like to utilize any of the expense codes listed below, your department must submit a calobject text file in the correct format. Below is the correct format of the calobject table followed by a table of the new expense types and codes available in CalATERS:

Object Level Code Table Format

The object level code table is used to populate the UCM object level and/or agency object level codes for individual expense items. Each field must be left justified. When a department provides CalATERS with a file to be loaded, a record count for each file must be provided in writing, either by email or attached to the diskette.

File Name: calobject.txt

ELEMENT NAME	DATA TYPE	FIELD LENGTH	REQUIRED FIELD	VALUES	DESCRIPTION
TYPE OF UPDATE	Alpha Numeric	1	Yes	A/M/D	Type of update being performed (add, modify or delete). Note: Only fields that are not required can be modified.
EFFECTIVE START DATE	Date	8	Yes	CCYY MMDD (e.g., 20020701)	Date when the option is effective.
EFFECTIVE END DATE	Date	8	Yes	CCYY MMDD (e.g., 20050630)	Date when the option is no longer effective.
UCM ORGANIZATION CODE	Alpha Numeric	4	Yes		Identifies the department per the Uniform Codes Manual (must be four characters).
EXPENSE CODE	Alpha	6	Yes		A code that identifies the expense—must be all CAPS (See Expense Code Definitions).
UCM OBJECT CODE	Alpha Numeric	3	Yes		
AGENCY OBJECT CODE	Alpha Numeric	2	No		

CalATERS New Expense Codes Available June 11, 2004

Expense Type	Expense Code
Computer/Printer Supplies	CPS
O/S Aircraft Rental	ARLOS
O/S Auto Rental	CAROS
O/S Breakfast	BRKOS
O/S BridgeTolls	BTOS
O/S Bus Fare	BFOS
O/S Business Expense - Other	BEOOS
O/S Commercial AirFare	CAFOS
O/S Conference Fees	CFOS
O/S Conveyance Rental	EQTOS
O/S Dinner	DINOS
O/S Emergency Purchase	EPOS
O/S Emergency Repair	ERROS
O/S Fax	FAXOS
O/S Ferry	FRYOS
O/S Gasoline	GASOS
O/S Hotel Bus Fare	HBFOS
O/S Incidentals	IOS
O/S Legal Expenditure	LEOS
O/S Lodging	HTLOS
O/S Lodging, Non-Commercial, Partial	LPNCOS
O/S Long Distance Telephone	LDTOS
O/S LTA Full Day Lodging	LTFLOS
O/S LTA Full Day Meals/Incidentals	LTFMOS
O/S LTA Monthly Lodging	LTMLLOS
O/S LTA Monthly Meals/Incidentals	LTMMOS
O/S LTA Partial Day Lodging	LPDLOS
O/S LTA Partial Day Meals/Incidentals	LPDMOS
O/S Lunch	LUNOS
O/S Meals/Incidentals, Non-Commercial, Full	MNCFOS
O/S Meals/Incidentals, Non-commercial, Partial	PMNCOS
O/S Mileage Personal Aircraft	PAIMOS
O/S Mileage, Personal Auto	PAUMOS
O/S Mileage, Specialized/Modified Auto	SMAMOS
O/S Parking – Auto	PAOS
O/S Parking – Personal Aircraft	PPAOS
O/S Parking – Rental Aircraft	PRAOS
O/S Railroad Fare	RAILOS
O/S Rapid Transit	RTOS
O/S Road Tolls	RDTLOS
O/S Shuttle Fare	SHUOS
O/S Street Car Fare	SCFOS
O/S Taxi Fare	TXIOS
O/S Telegraph	TELOS
O/S Training/Tuition	TUIOS
Office Supplies	OFFSUP
Phone Calls	PHONE
Photography	PHOTO
Postage	POST
State Car	STCAR
Training Materials	TRNMAT

Expense Type	Expense Code
Transit Subsidy	TRNSUB
Van Pool Coordinator	VPC
Van Pool Passenger/Rider	VPPR

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