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

DATE: September 2, 2005

CALATERS LETTER # 05-005

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 1.0.8.4 Front End will be promoted to the Production environment, September 27, 2005.

New Expense Types. 65 new expense codes have been added to CalATERS. The new expense codes are Out of Country, Out of State, and other miscellaneous expenses. If a department would like to utilize any of these expense codes, your department must submit a calobject text file in the correct format. Attachment 1 provides a listing of the new expense codes.

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. Please refer to the instructions available on the CalATERS website, Department Administration, Table Submission, http://www.calaters.ca.gov/i_dept_admin/PDF/table_submission.pdf when submitting your new table. Attachment 2 provides the calobject table format.

If you have questions, please contact the CalATERS Help Desk at (916) 324-9991. Thank you.

CalATERS New Expense Codes Available September 27, 2005

Expense Type	Expense Code
Cellular Phone Charges	CELL
Internet Charges	NET
Photocopies	COPY
O/C Aircraft Rental	ARLOC
O/C Auto Rental	CAROC
O/C BridgeTolls	BTOC
O/C Bus Fare	BFOC
O/C Business Expense - Other	BEOOC
O/C Cellular Phone Charges	CELLOC
O/C Commercial Airfare	CAFOC
O/C Conference Fees	CFOC
O/C Computer/Printer Supplies	CPSOC
O/C Conveyance Rental	EQTOC
O/C Emergency Purchase	EPOC
O/C Emergency Repair	ERROC
O/C Fax	FAXOC
O/C Ferry	FRYOC
O/C Gasoline	GASOC
O/C Hotel Bus Fare	HBFOC
O/C Internet Charges	NETOC
O/C Legal Expenditure	LEOC
O/C Lodging	HTLOC
O/C Lodging, Non-Commercial, Partial	LPNCOC
O/C Long Distance Telephone	LDTOC
O/C LTA Full Day Lodging	LTFLCOC
O/C LTA Full Day Meals/Incidentals	LTFLMOC
O/C LTA Monthly Lodging	LTMLCOC
O/C LTA Monthly Meals/Incidentals	LTMLMOC
O/C LTA Partial Day Lodging	LPDLCOC
O/C LTA Partial Day Meals/Incidentals	LPDLMOC
O/C LTA Partial Monthly Meals/Incidentals	LPMLCOC
O/C Meals/Incidentals, Non-Commercial, Full	MNCFOC
O/C Meals/Incidentals, Non-commercial, Partial	PMNCO
O/C Mileage Personal Aircraft	PAIMOC
O/C Mileage, Personal Auto	PAUMOC
O/C Mileage, Specialized/Modified Auto	SMAMOC
O/C Office Supplies	OFSUOC
O/C Parking – Auto	PAOC
O/C Parking – Personal Aircraft	PPAOC
O/C Parking – Rental Aircraft	PRAOC
O/C Per Diem Meals/Incidentals	MIOC
O/C Phone Calls	PHCLOC
O/C Photocopies	COPYOC
O/C Photography	PHOTOC
O/C Postage	POSTOC
O/C Railroad Fare	RAILOC
O/C Rapid Transit	RTOC
O/C Road Tolls	RDTLOC
O/C Shuttle Fare	SHUOC

Expense Type	Expense Code
O/C Street Car Fare	SCFOC
O/C Taxi Fare	TXIOC
O/C Telegraph	TELOC
O/C Training Materials	TRMAOC
O/C Training/Tuition	TUIOC
O/S Cellular Phone Charges	CELLOS
O/S Computer/Printer Supplies	CPSOS
O/S Internet Charges	NETOS
O/S Office Supplies	OFSUOS
O/S O/C Per Diem Meals/Incidentals	PDMIOS
O/S Phone Calls	PHCLOS
O/S Photocopies	COPYOS
O/S Photography	PHOTOS
O/S Postage	POSTOS
O/S State Car	STCROS
O/S Training Materials	TRMAOS

File Format for: 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		